



## Jump Start

Fill in the blanks by choosing the correct word.

1. Word Processing is a program that allows you to create documents like letters, and reports.
2. One of the options that you have in the file tab is Save.
3. The Ribbon contains all of the commands you will need to perform common tasks in MS Word.
4. The Close button exits the word window.

Ribbon

Save

Close button

Word Processing



## Activity 1

Create a new document in MS Word and type two paragraphs.

1. The first paragraph should contain information such as the name of your school and where it is located. You can write about your teachers and classes in the second paragraph.
2. Save the document with the file name 'My School'.

To be done practically in the lab.



## Activity 2

Open MS Word and perform the following tasks.

**Task 1.** Open the file 'My School' that you created in Activity 1.

**Task 2.** Cut the last two lines of the document.

**Task 3.** Add your Name, Roll No. and Grade and save the document.

To be done practically in the lab.



## Activity 3

Type the following poem in MS Word and apply the formatting as shown in the image.

A tiny, spiny dinosaur

was racing through my house.

a tiny, spiny dinosaur no bigger than a mouse.

That tiny, spiny dinosaur,

it leapt up on my bed.

It chased me from my bedroom and pursued me down

and it hit me on the head.

**It chased me from my bedroom**

**and pursued me down the stairs.**

It knocked the TV over

To be done practically in the lab.



## Section-I

**A** Fill in the blanks.

Conceptual Understanding

1. Bold button is present in the Font group of the Home tab.
2. On selecting Capitalize each word case, the first character in each the first word of the selected sentence will be converted to the Capital Letter.
3. The Cut command is used to move the original text from one place to another place.
4. The Sentence case makes the first letter of each sentence capital.

**B** Write (T) for true or (F) for false statements.

1. It is not possible to change the size of the text in Word. **F**
2. You cannot apply italic and underlined effects if a text is already bold. **F**
3. The Font box holds almost all the text formatting options. **T**
4. You cannot change the colour of the text. **F**

### C Multiple Choice Questions.

Which option is used to type the text in the following format?

1. **Asha**

(a) Bold

(b) Underline

(c) Italic

(d) Bold and Underline

2. *Happy*

(a) Italic

(b) Bold

(c) Italic and Bold

(d) Bold and Underline

3. Games

(a) Bold

(b) Underline

(c) Italic

(d) Italic and Underline

4. cursor

(a) Italic

(b) Bold

(c) Italic and Underline

(d) None of these

D. Answer the following.

1. Explain the use of the following (1, 2, 3) commands in MS Word. (to be done in Text book)

Ans. **Bold** – It makes the text thicker.

**Italic** – It slants the text to the right.

**Underline** – It places a line under the text.

2. What do you understand by formatting text?

Ans. **Formatting a text means changing the appearance of text in the document.**

3. What is a font?

Ans. **Font is a collection of characters in a specific style or design.**

4. Write the shortcut keys of Cut, Copy and Paste Commands in word.

Ans. **Command Shortcut Key**

**Cut**      **Ctrl + X**

**Copy**     **Ctrl + C**

**Paste**    **Ctrl + V**

5. Answer the following questions in complete sentence using the type of “*Change Case*” given in the bracket. (Extra Question to be done in Notebook)

5. Do as directed (Change the Case of the given sentence as given in the bracket.) (Extra Question to be done in Notebook)

1. What is your name? (Sentence Case)

Ans

2. Which house you belong to? (Lower Case)

Ans

3. I like To PLaY CRICket. (repeat the sentence using Toggle Case)

Ans

4. Which sport to you like to play the most? (Upper Case)

Ans

5. I love my family. (Capitalize Each Word Case)

Ans

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## Section-II



### Application Based Questions

Experimental Learning

1. Manpreet has typed a paragraph on “My Hobbies” in Word. She wants to change the case, font, font colour and size in the document. But she is unable to complete her task. Can you help her in completing her task?

Ans. She can use the Change Case, Font, Font Color and Font Size of the Font group.

## CBE Based Questions

### A. Fill in the blanks. **Formatting tools**

1. MS Word provides various \_\_\_\_\_ to change the color and appearance of the text.
2. The **Italic** option allows you to italicize the text of your document.
3. A **Font** is a collection of characters in a specific style or design.
4. The **Sentence** case makes the first letter of each sentence capital.

### B. Write "True" or "False".

1. To change the text, first you need to select the text. **F**
2. You can also use the Shift + arrow keys on the keyboard to select the text. **T**
3. Once typed, you cannot change the size of the text in your document. **F**
4. You can also apply more than one format tools to the selected text. **T**

### C. Multiple Choice Questions.

1. Which of the following key shortcut is used to select the entire text?  
 (a) Ctrl+A (b) Shift+W  
(c) Ctrl+D (d) None
2. Which of the following is not a formatting tool?  
(a) Bold (b) Italic  
 (c) Undo (d) Underline
3. Which of the following options contains the tools to change the appearance of the text?  
 (a) Font (b) Clipboard  
(c) Styles (d) Editing
4. Which of the following allows to switch between two cases?  
 (a) Caps Lock (b) Toggle  
(c) Sentance (d) None

A Identify the Change Case applied to the Sentence and Name accordingly.  
“I love the people of India.”

1 I love the people of India.  
Ans Sentence Case

2 i love the people of India.  
Ans Lower Case

3 I LOVE THE PEOPLE OF INDIA.  
Ans Upper Case

4 I Love The People Of India.  
Ans Capitalize Each Word case.

5. “i LOVE THE PEOPLE OF iNDIA.”  
Ans Toggle Case

# Delhi Public School, Gandhinagar

Class- III

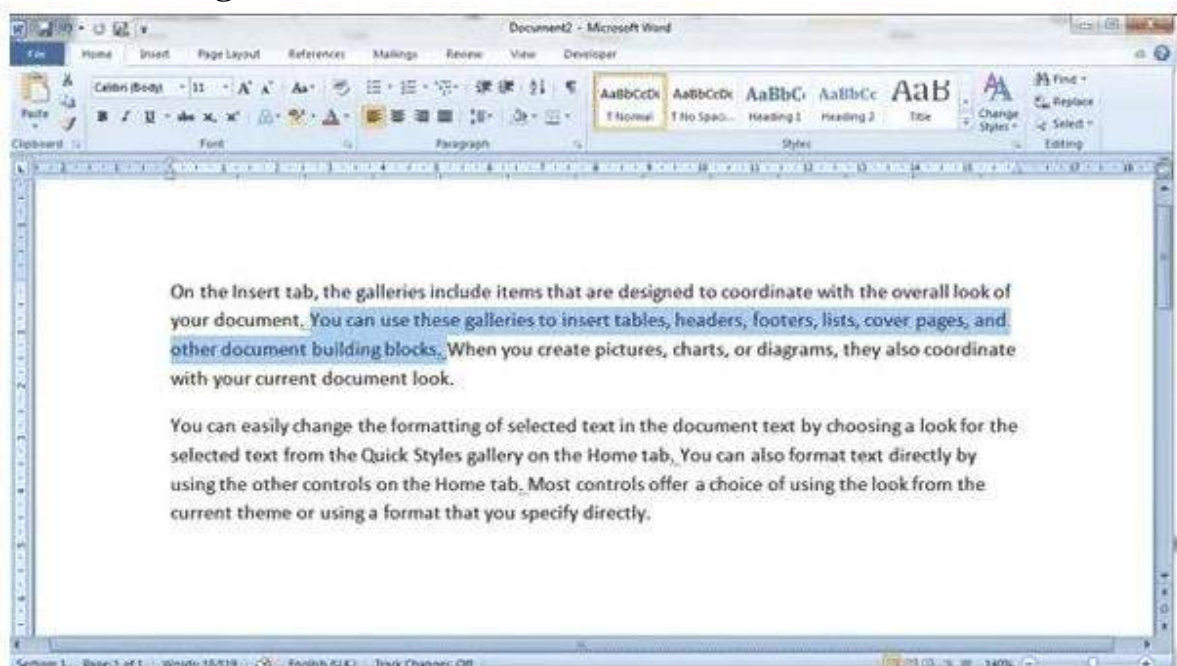
AIL: Practical

L.4 More About Word 2016 (November)

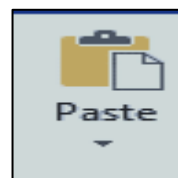
**Note:** Follow the detailed steps given in the textbook L-4.

## 1. Editing a Text

### i. Selecting a Text

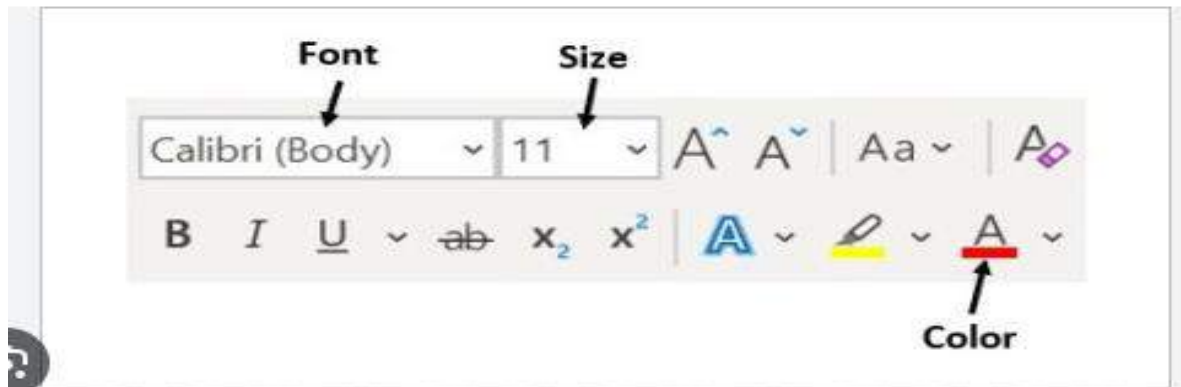


## ii. Cut, Copy, Paste

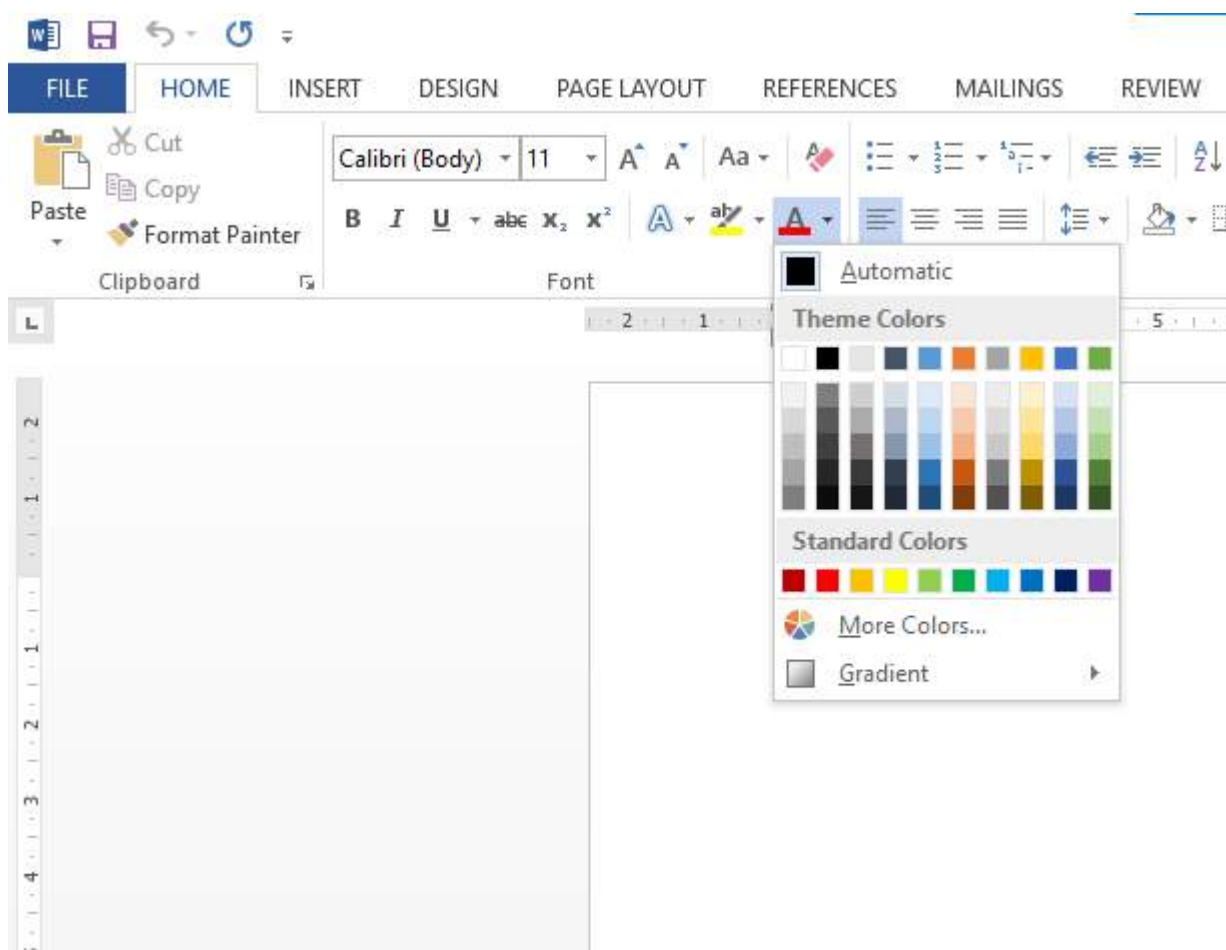


## 2. Formatting Text

### i. Changing the Style of the Text

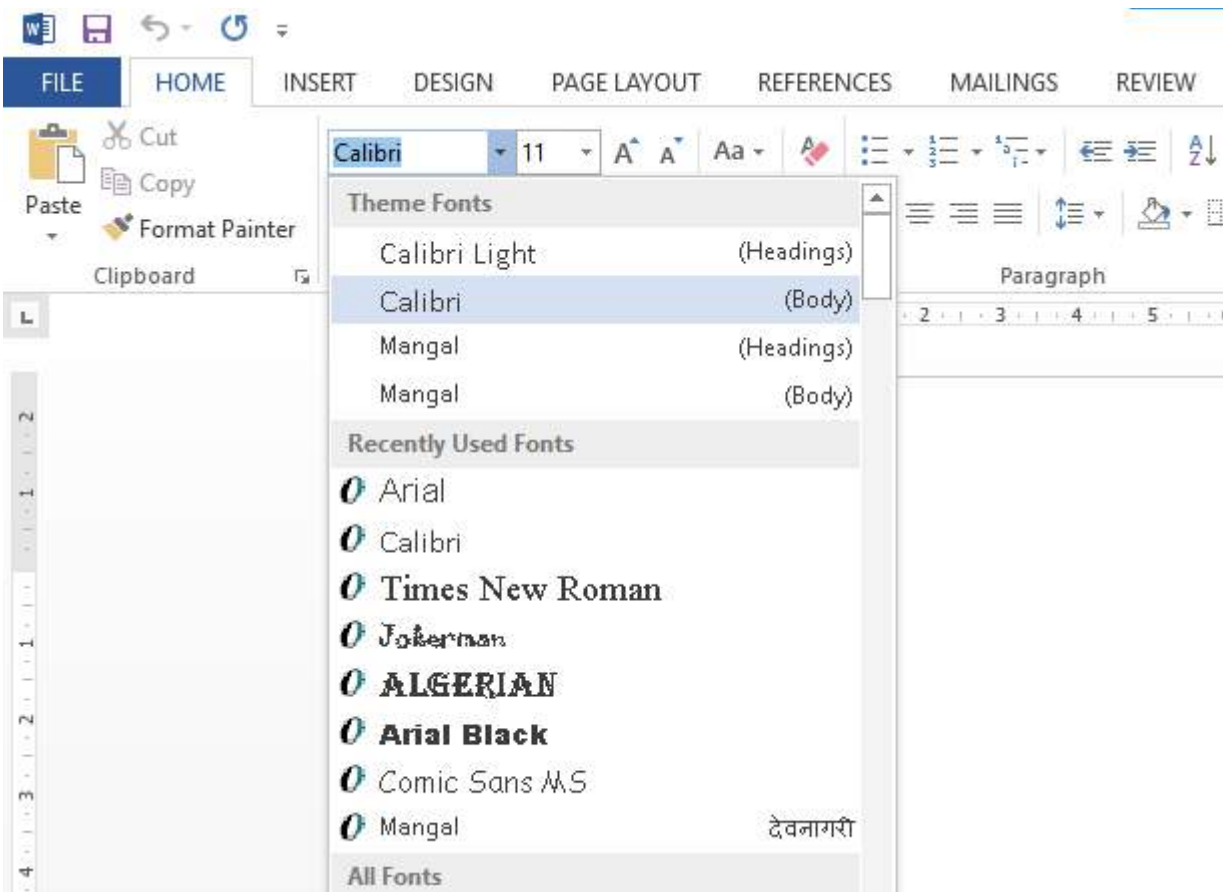


### ii. Changing the color of the text

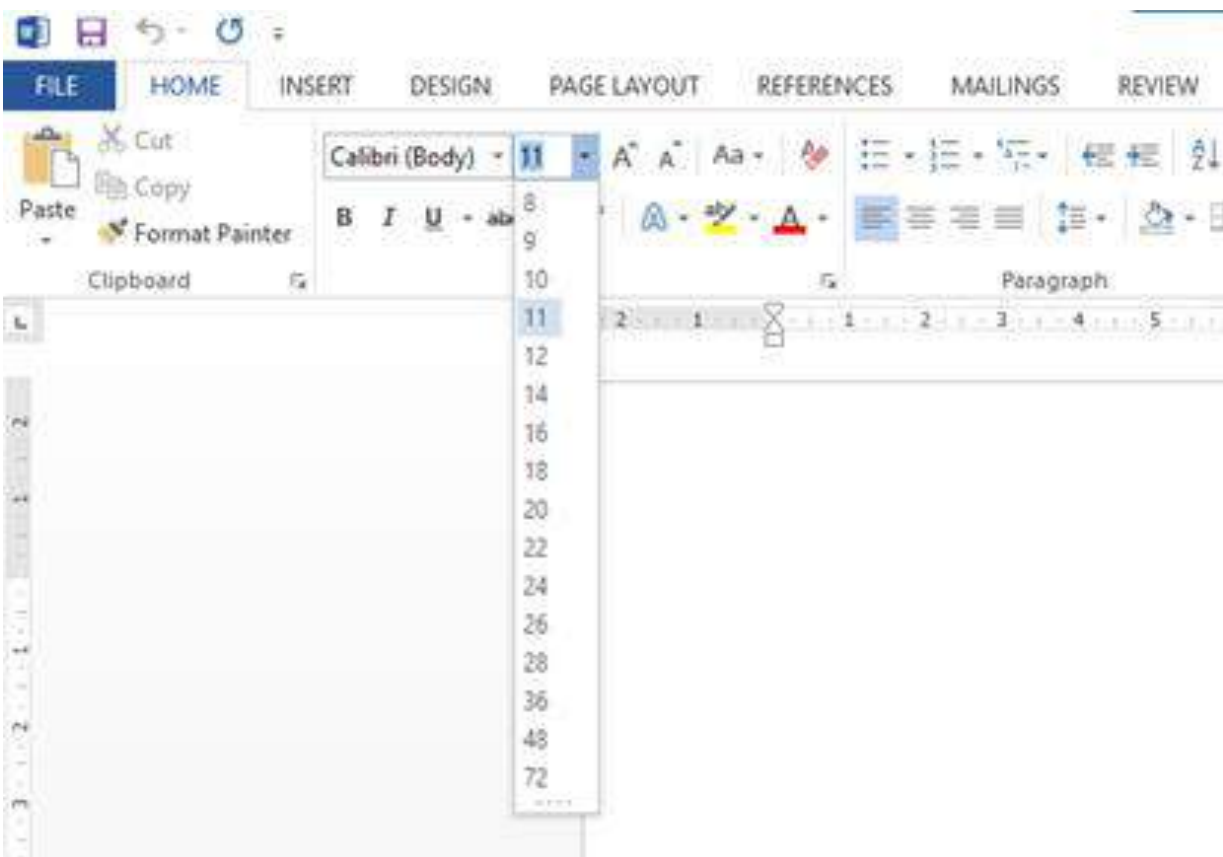




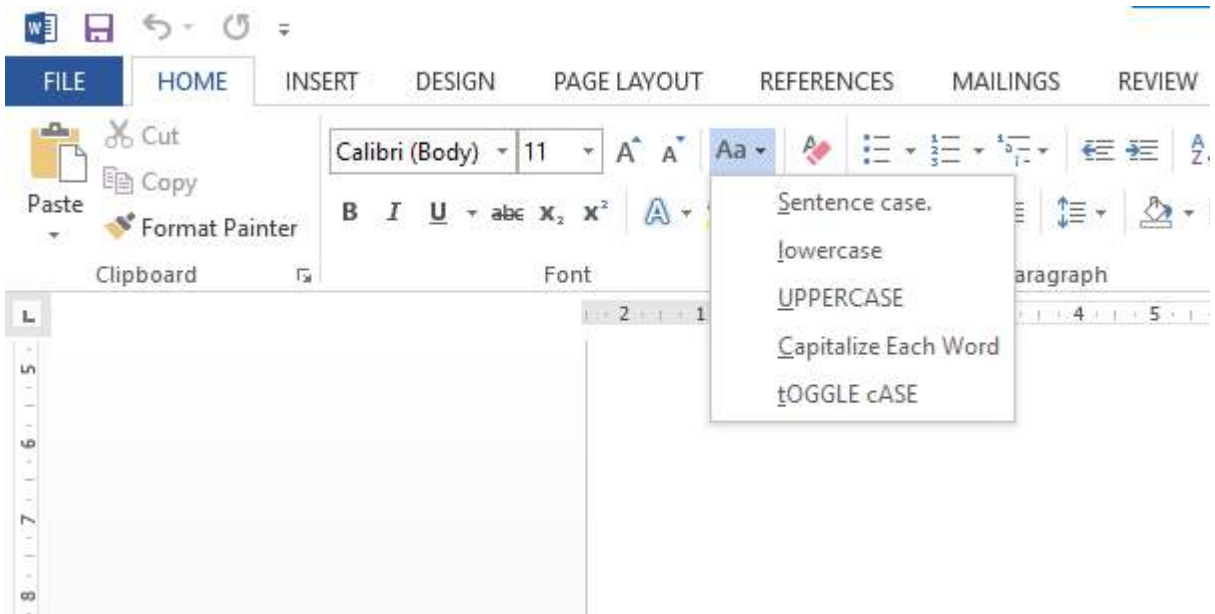
iii. Changing the Font style of the text



iv. Changing the Font size of the text



## i. Changing the Case of the text





## Jump Start

Can you guess who am I?



I allow you to write letters. Keyboard

I allow you to move to the next line. Enter Key

I allow you to delete the letter to the left of the cursor. Backspace Key

I allow you to move the cursor up, down, left and right. Arrow Keys

I allow you to delete the letter to the right of the cursor. Delete Key

I allow you to create blank space between two words. Spacebar Key



## Activity 1

Perform the following tasks in MS Word.

**Task 1:** Open a new document.

**Task 2:** Type the following nursery rhyme.

One, two, three, Four and five,  
I caught a hare alive; Six, seven, Eight,  
Nine and ten,  
I let him go again





### Section-I

#### A Fill in the blanks.

Conceptual Understanding

1. The Caps Lock key is a toggle key.
2. The Undo command is used to remove the last action done in the document.
3. The Minimize button is used to reduce the size of the MS Word window
4. The Save command is used to save the document.

#### B Multiple Choice Questions.

1. The words and sentences that we type on a computer are called \_\_\_\_\_.  
(a) Letters  (b) Number   
(c) Alphabet  (d) Text
2. The \_\_\_\_\_ key is used to start typing on a new line in a word document.  
(a) Enter  (b) Spacebar   
(c) Shift  (d) Alt
3. The \_\_\_\_\_ shortcut key is used to undo the changes in a document.  
(a) Ctrl + X  (b) Ctrl + Y   
(c) Ctrl + Z  (d) Ctrl + C
4. \_\_\_\_\_ is used to reverse the previous action.  
(a) Close  (b) Undo   
(c) Back  (d) Redo



**C** Write (T) for true or (F) for false statements.

1. Microsoft Word is a Word processor.

T

2. The cursor is a small blinking line.

T

3. You cannot open a saved document.

F

4. The backspace option is used to delete a letter.

T

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**D. Answer the following.**

1. Which key is used to type the text in capital letters?

**Ans. Caps Lock Key.**

2. What are the various options to erase your text in a document?

**Ans. The Delete Key and Backspace Key are used to erase the text in the document.**

3. What is the difference between Undo and Redo command?

**Ans. The undo command is used to remove the last action done in the document, whereas, Redo command helps to reverse an undo command.**

4. Write the shortcut keys of the Undo and Redo Commands.

**Ans. Undo Command – Ctrl + Z**

**Redo Command – Ctrl + Y**

## Section-II



### Application Based Questions Experimental Learning

1. Radha is learning to work in MS Word. Help her to identify the options she will use in the following situations.

(a) She typed some text in her document. It got deleted by mistake. Which option will she use to recover the text?

Undo Command

(b) She is typing some text in her document. She wants to move to the next line in the document. Which option will she use for the same?

Enter Key

(c) She has finished typing in her document. Which option will she use before closing the document?

Save Document

## CBE Based Questions

### A. Fill in the blanks.

1. Microsoft Word is a very popular word processor.
2. The Maximize button is used to increase the size of the MS Word window.
3. When you open MS Word, a document is created automatically.
4. You can type letters in capital case using the caps lock key.

### B. Write "True" or "False".

1. You cannot make changes after saving the document.
2. The Undo button is present in the View tab.
3. The Backspace key is used to position the cursor in a Word document.
4. A cursor tells the typing position in a document.

F  
F  
F  
T

### C. Multiple Choice Questions.

1. Which of the following is a toggle key to switch on and switch off the numeric keypad?  
(a) Caps Lock (b) Num Lock  
(c) Alt  (d) Both (a) and (b)
2. Which of the following is a shortcut key for the Redo command?  
(a) Ctrl+A  (b) Ctrl+Y  
(c) Ctrl+Z (d) Ctrl+V
3. Which of the following contains the Save command?  
(a) New  (b) File  
(c) Home (d) View
4. Which of the following can be done using a word processor?  
(a) Type documents (b) Edit documents  
(c) Format documents  (d) All of the above

# Delhi Public School, Gandhinagar

Class- III

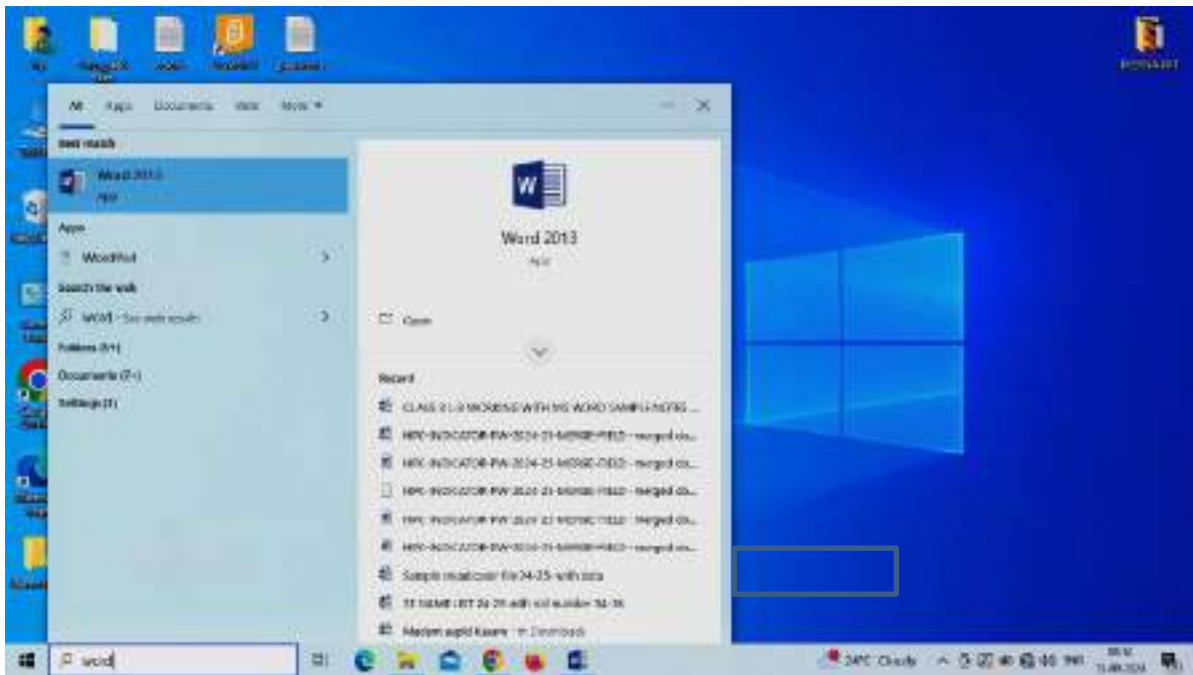
AIL: Practical

L.3 Working with Word 2016

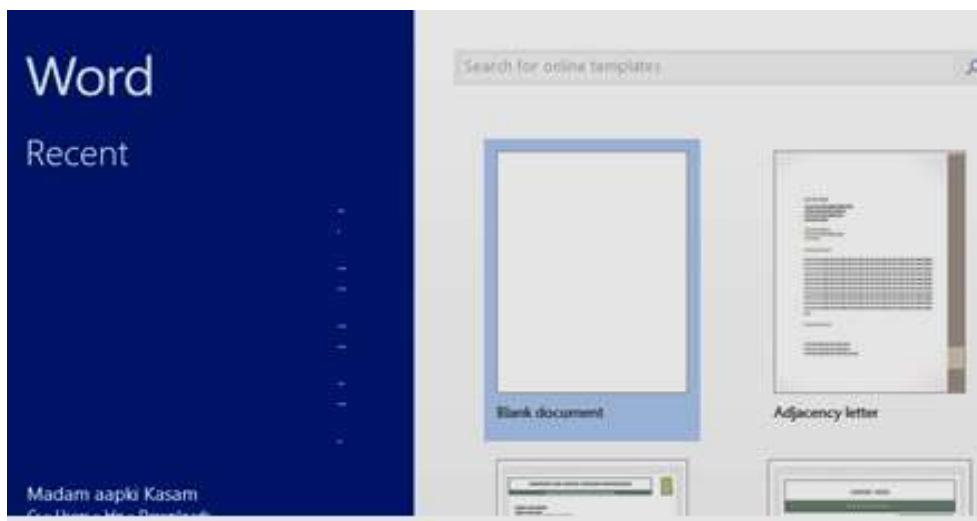
**Note:** Follow the detailed steps given in the textbook L-3.

## 1. Opening MS Word

- i. Click on start.
- ii. Click on search box and type word.
- iii. Click on Word 2016.

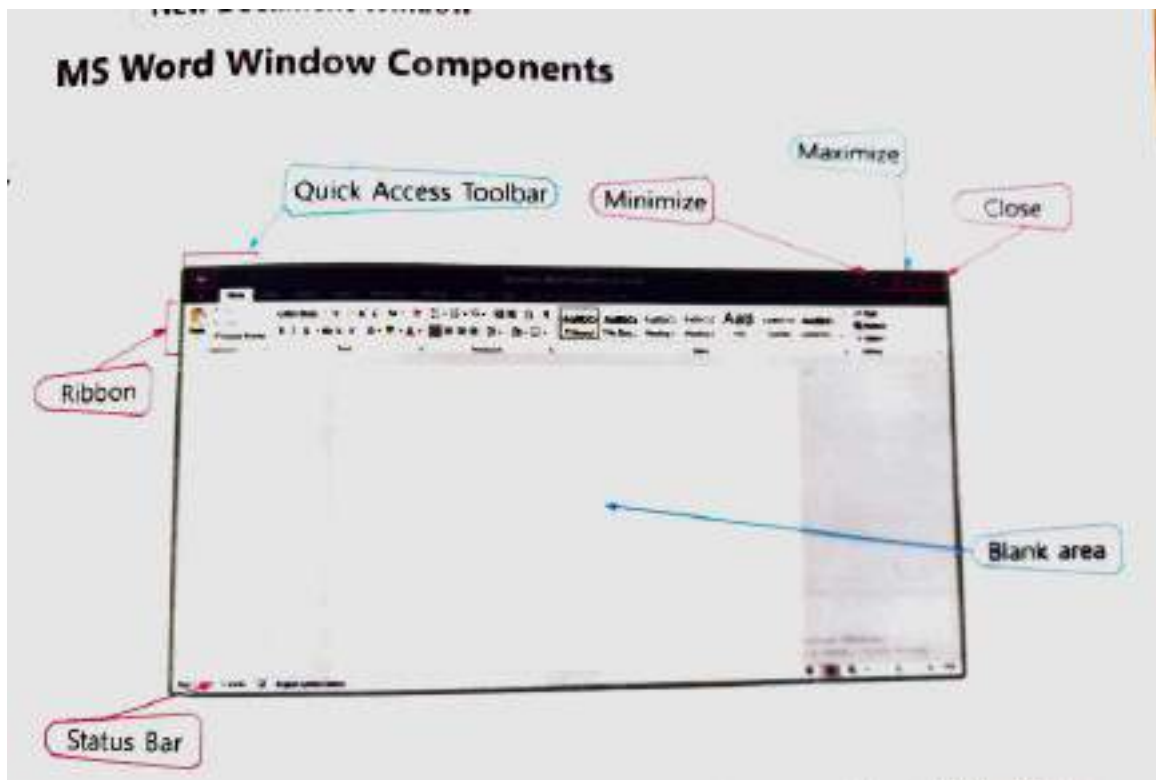
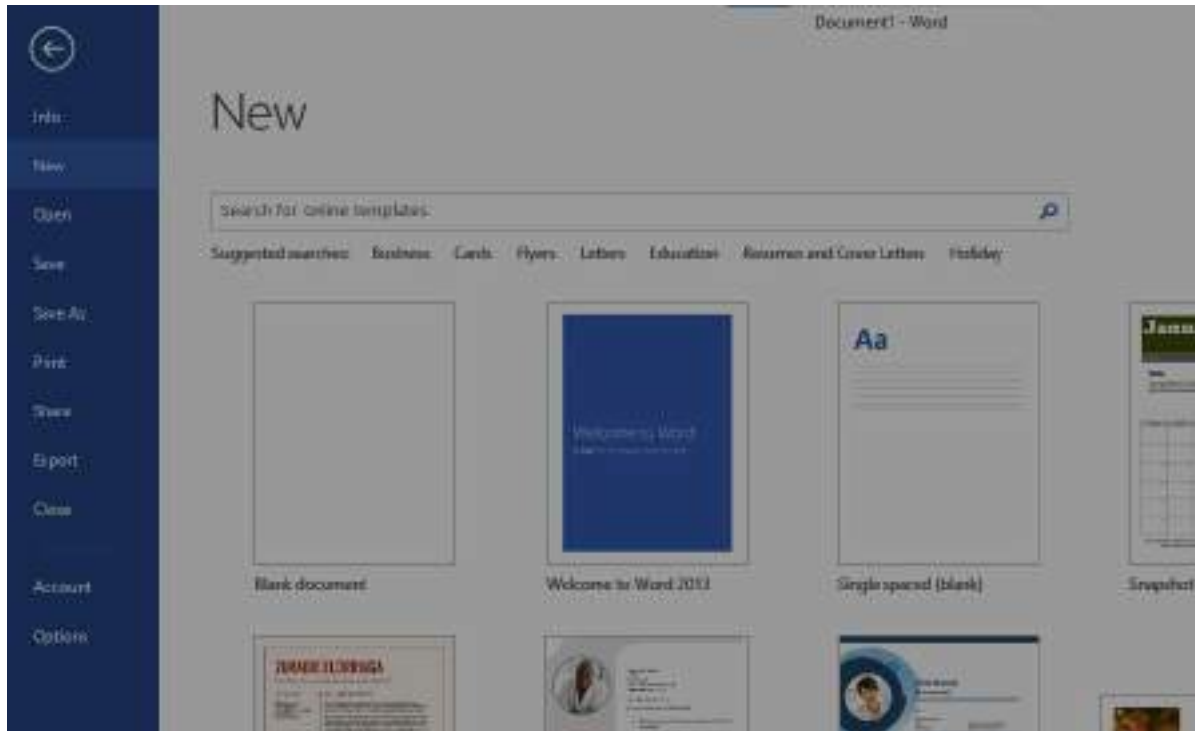


- iv. Select the blank document as shown below

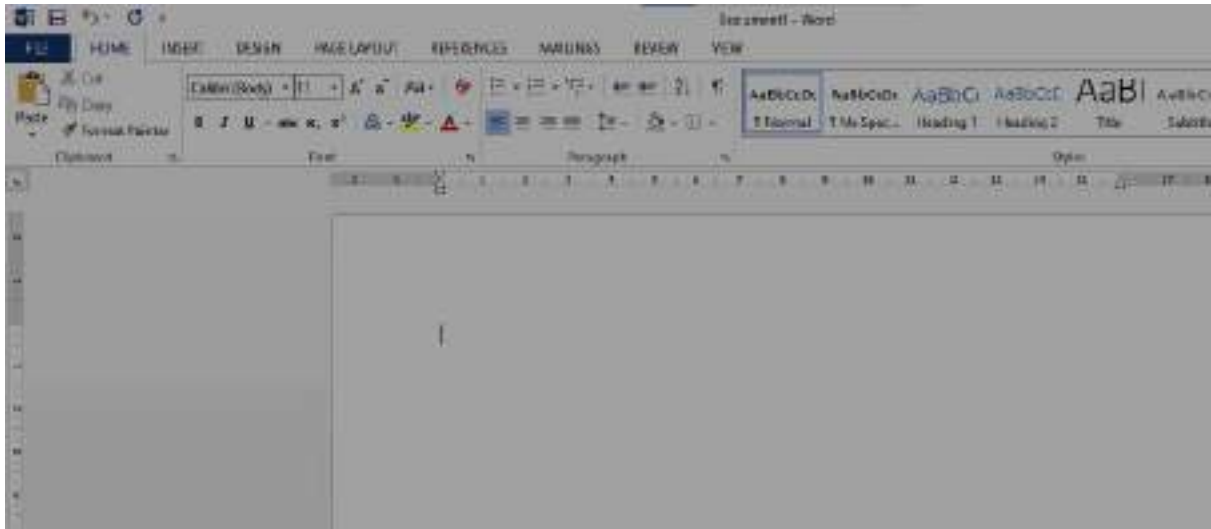




2. **Creating a new document.**
- i. Click on **File** menu.
  - ii. Select the **New** option.
  - iii. Select the **Blank Document** option.



3. **Typing Text and Numbers.**
- Steps to type a text in a document**
- i. Click on the blank area. A cursor appears.
  - ii. Type any letter using the keyboard.



#### 4. Typing Letters in Uppercase

**Steps to type letters in uppercase.**

To type in uppercase, turn on the **Caps lock key** and type the letters.

To type in lowercase, turn off the **Caps lock key** and type the letters.



Press the **Enter Key** to start a new line.



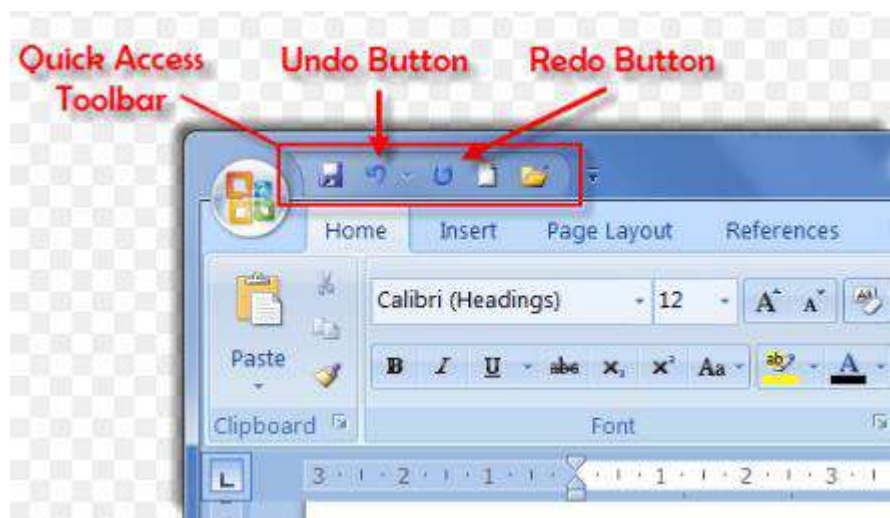
#### 5. Typing Numbers

**Steps to type numbers using the keyboard.**

- i. Type numbers using the keyboard.
- ii. Press the **Enter key** to start a new line.



## 6. Undo, Redo and Erasing Text



## 7. Saving a document

### Steps to save a document

1. Click on the **File** menu.



### Bits of Wisdom

Always save your work, so that you can use it in the future.

2. Select the **Save As** option.

3. Click the **Browse** options.

4. The **Save As** dialog box opens.



5. Select the **Documents** location.

6. Give a proper **name** for your document.

7. Click the **Save** button.



Save As Dialog box

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The name of the document appears on the top as shown.



The name of the saved document appears here.

## 8. Closing a document

### Steps to close the document

1. Click on the **Close** button to close the MS Word window.

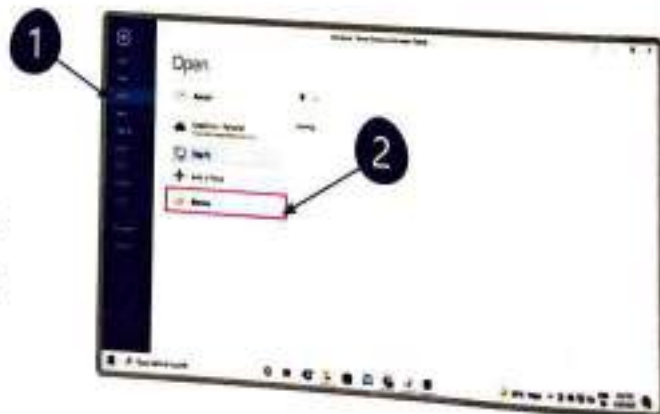


Click the Close button

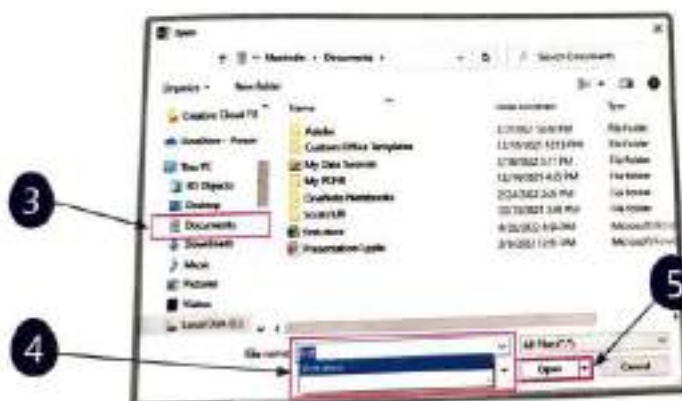
## 9. Opening a Saved Document

### Steps to open a saved document


1. Select the **File** menu and click on **Open**.
2. Click **Browse**.  
The open dialog box appears as shown below:











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3. Select the **location** where the file is saved.
4. Type the **name** of the file.
5. Click on **Open** to open the file.

 **Jump Start**

Tick the correct option if the devices are input or output.

 Scanner Input <input checked="" type="checkbox"/> Output <input type="checkbox"/>	 Monitor Input <input type="checkbox"/> Output <input checked="" type="checkbox"/>	 Mouse Input <input checked="" type="checkbox"/> Output <input type="checkbox"/>	 Printer Input <input type="checkbox"/> Output <input checked="" type="checkbox"/>
 Keyboard Input <input checked="" type="checkbox"/> Output <input type="checkbox"/>	 Headphones Input <input type="checkbox"/> Output <input checked="" type="checkbox"/>	 Microphone Input <input checked="" type="checkbox"/> Output <input type="checkbox"/>	 Speakers Input <input type="checkbox"/> Output <input checked="" type="checkbox"/>

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 **ASSESSMENT TIME**

**Section-I**

**A** Fill in the blanks. Conceptual Understanding

- All the physical parts of a computer that you can see, touch and feel are called **hardware**.
- The **scanner** converts printed data or images from paper to digital data format.
- A **pen drive** is mostly used to transfer data from one computer to another.
- Microsoft Windows** is an operating system.

**B** Write (T) for true or (F) for false statements.

1. A computer uses an output device to show the result.
2. A webcam is an input device.
3. A hard disk stores data permanently.
4. Application software are used to control the functionality of a computer.

T  
 T  
 T  
 F

**C** Multiple Choice Questions

1. Which of the following is not an input device?  
(a) CPU  (b) Mouse   
(c) Scanner  (d) Keyboard
2. Which of the following controls the overall activities of a computer?  
(a) Notepad  (b) Operating System   
(c) Paint  (d) MS Word
3. Which of the following is an operating system?  
(a) Notepad  (b) Tux Paint   
(c) Windows  (d) Paint
4. The game you play on a computer is an example of \_\_\_\_\_  
(a) Hardware  (b) Software   
(c) Input device  (d) Operating System

**D. Answer the following.**

1. What is the use of a processing device?

**Ans.** A device that is used to process the input data is called Processing device.  
CPU is used to process the data and produce the result.

2. What is a software?

**Ans.** Software is a set of instructions that tells the computer what to do. It is also called a computer program.

3. What is an application software? Mention any two examples.

**Ans.** Application software is a set of one or more programs used to accomplish a specific task. For example:- MS Paint, Tux Paint.

4. What is a system software? Mention any two examples.

**Ans.** System software controls the overall functioning of computer.  
For example:- Microsoft window, Apple Mac OS

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**E** Write down whether the following are hardware or software.

Components	Hardware/Software
1. Operating System	Software
2. Paint	Software
3. Notepad	Software
4. Microphone	Hardware
5. Mouse	Hardware

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**F** Unscramble the following input and output devices.

(a) R M N I O T O	MONITOR
(b) H P H D E N A O E	HEADPHONE
(c) C S N A N R E	SCANNER
(d) E K S A P E S R	SPEAKERS



## Section II

## Application Based Questions

1. Sai is writing an essay using the word processor on a computer in the school. She wants to take the essay home to work on it. But the computer does not have a CD/DVD drive. Suggest to her the device that she can use for this purpose.

Ans. **Pen drive**

2. Write the name of the input or output device that you will use in the situations given below.

- Ans. (a) To record a song in your own voice **Microphone**  
 (b) To type a letter **Keyboard**  
 (c) To select a file on the screen **Mouse**  
 (d) To get a hard copy of your typed letter **Printer**  
 (e) To play music at a birthday party **Speakers**

## CBE Based Questions

1. Which of the following are types of Software?  
 (a) System (b) Application (c) **Both (a) and (b)** (d) None
2. Which of the following is not an Operating System?  
 (a) Windows (b) Linux (c) iOS (d) **MS Word**
3. Which of the following is Application Software?  
 (a) Tux Paint (b) WordPad (c) Paint (d) **All of the above**
4. Which of the following is a set of Instructions?  
 (a) Program (b) Software (c) **Both (a) and (b)** (d) None
5. A hard disk is the secondary storage device of a computer. (True or False) **True**
6. A CD is fixed in the CPU. (True or False) **False**
7. A DVD is used to store videos and movies. (True or False) **True**

8. A pen drive is connected to the computer through a USB port.  
(True or False)

True

9. The output that is printed on a paper is called a hard copy.

10. Headphones usually have an attached Microphone.

11. Storage Devices are used to store data on the computer.


12. A CD/DVD is a circular-shaped storage device.

13. Identify and Mark the below given pictures as Hardware (H) and Software (S).

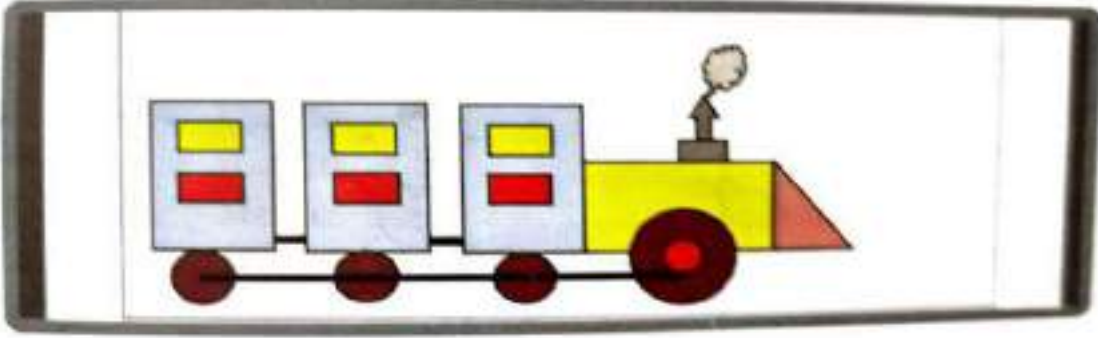


14. Identify and circle the storage devices.




 **Jump Start**

Create the following drawing in Paint using various shapes.




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To be done practically.

 **Activity 1**

Draw the following drawing in MS Paint using various shapes and colour it.



To be done practically.

 **Activity 2**

Draw any two fruits of your choice and colour them. Also, name the fruits with the help of the 'Text' tool.



## ASSESSMENT TIME

### Section-I

#### A Fill in the blanks.

Conceptual Understanding

1. Microsoft Paint is a simple graphics program in which you can draw and colour various pictures.
2. The Select tool is used to select any part of the image.
3. The Free-Form selection tool is used to select part of the image in an irregular shape.
4. Rotate means to turn the selected picture horizontally or vertically.
5. The Color Picker tool is used to select or pick a colour from the drawing.

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#### B Multiple Choice Questions.

1. You can select parts of a picture by making use of the \_\_\_\_\_ tools.  
(a) Copy  (b) Rectangular selection   
(c) Freeform selection  (d) Both b and c
2. The Resize option is present in the \_\_\_\_\_.  
(a) Ribbon  (b) Toolbar   
(c) Drawing area  (d) None of these
3. To zoom in on a section of an image, you should use \_\_\_\_\_ tool.  
(a) Magnifier  (b) Free-Form   
(c) Brush  (d) Eraser
4. Which command is used to copy the image?  
(a) Copy  (b) Cut   
(c) Zoom-in  (d) Rotate

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**Write the purpose of the following tools:**

1. Undo

-To remove the result of previous action.

2. Rotate

-To flip the image horizontally or vertically.

3. Zoom-in

-To view the drawing in bigger size.

4. Color picker

-To pick a color from the drawing.

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**D. Answer the following.**

1. How many selection tools are present in MS Paint? Name them.

**Ans. There are two types of selection tools in MS Paint. The Rectangular selection and Free-Form selection tool.**

2. What do you mean by zooming an image?

**Ans. Zooming is used to view image in a bigger size. This is called zoom in or magnify.**

3. Which command is used to view the image in a bigger size?

**Ans. The magnifier tool is used to view the image in larger size.**

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**Section-II**

**Art Integration**

**Creativity**

Create a Teacher's day card for your teacher in Paint.

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**To be done practically.**

## CBE Based Questions

- Which of the following contains the Paint option?  
**(a) Windows Accessories** (b) Start (c) All Programs (d) Control Panel
- Which of the following contains the Select command?  
**(a) Image** (b) Tools (c) Shapes (d) None of the above
- Which of the following contains the tools to Flip the image?  
**(a) Rotate** (b) Select (c) Tools (d) None of the above
- Which of the following options is used to move the image?  
**(a) Cut, Paste** (b) Copy, Paste (c) Move (d) None
- The Rectangular Selection tool is used to select an image or part of the image in a rectangular form. (True or False) **True**
- The Color 1 is selected for the Eraser tool to erase things. (True or False) **False**
- You cannot change the size of a Picture once it is saved. (True or False) **False**
- You can make drawings with a brush or Pencil tool. (True or False) **True**
- The **Color picker** tool is used to select a color from the drawing.
- The **Magnifier** command allows you to view the drawing in a smaller size.
- The resize option is present in the **Image** group.
- The Magnifier tool is present in the **Tools** group.

# Delhi Public School, Gandhinagar

Class- III

AIL: Practical

L.6 More in Paint

**Note:** Follow the detailed steps given in the textbook L-6.

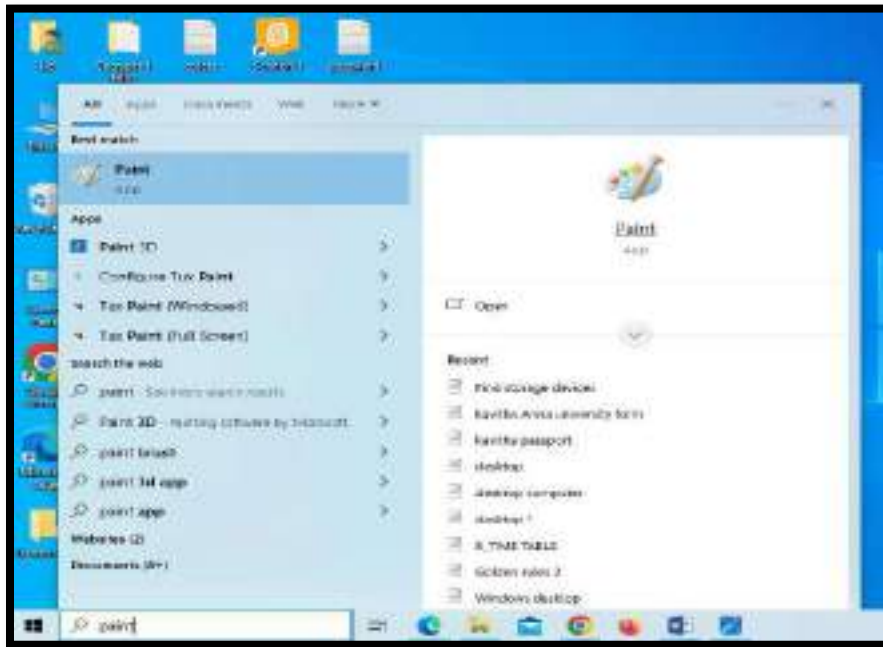
## 1. Opening Paint

- i. Click on start.
- ii. Click on Windows Accessories.
- iii. Click on Paint.



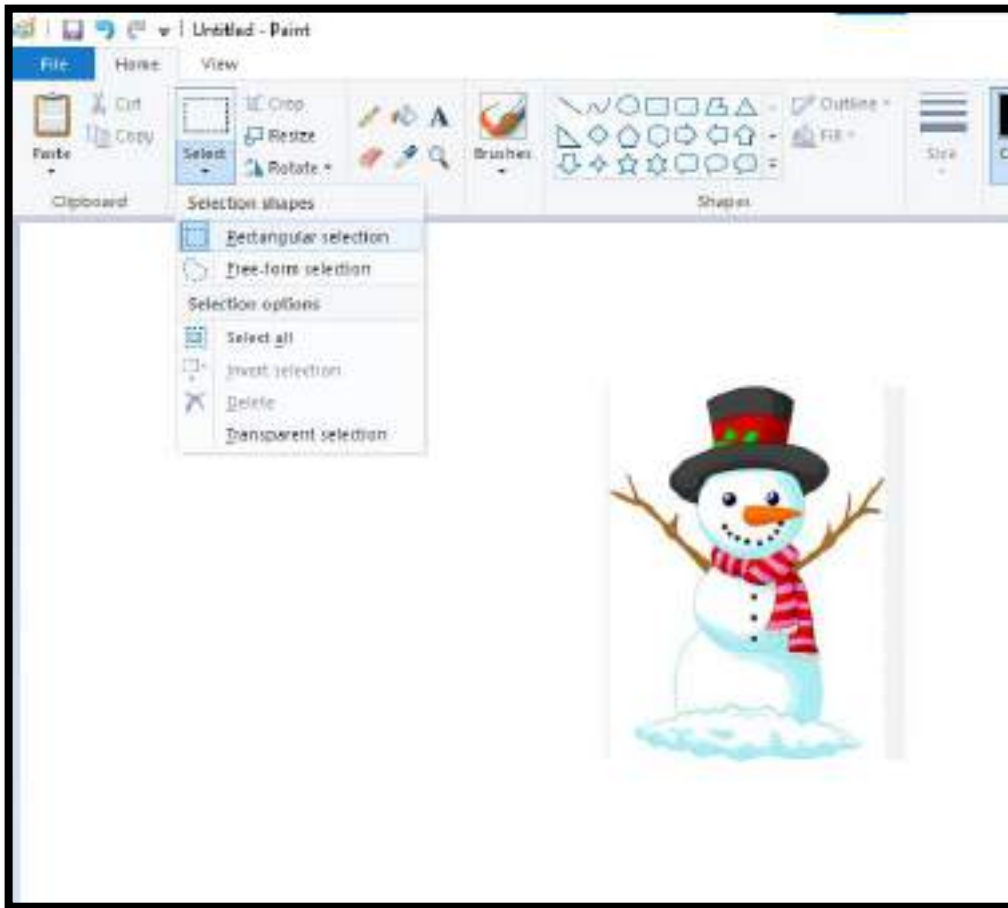
(Or )

- i. Type Paint in the Search box.
- ii. Click on the paint application.

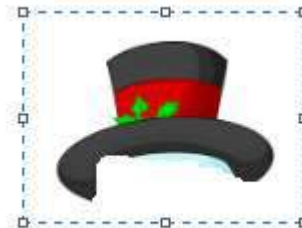
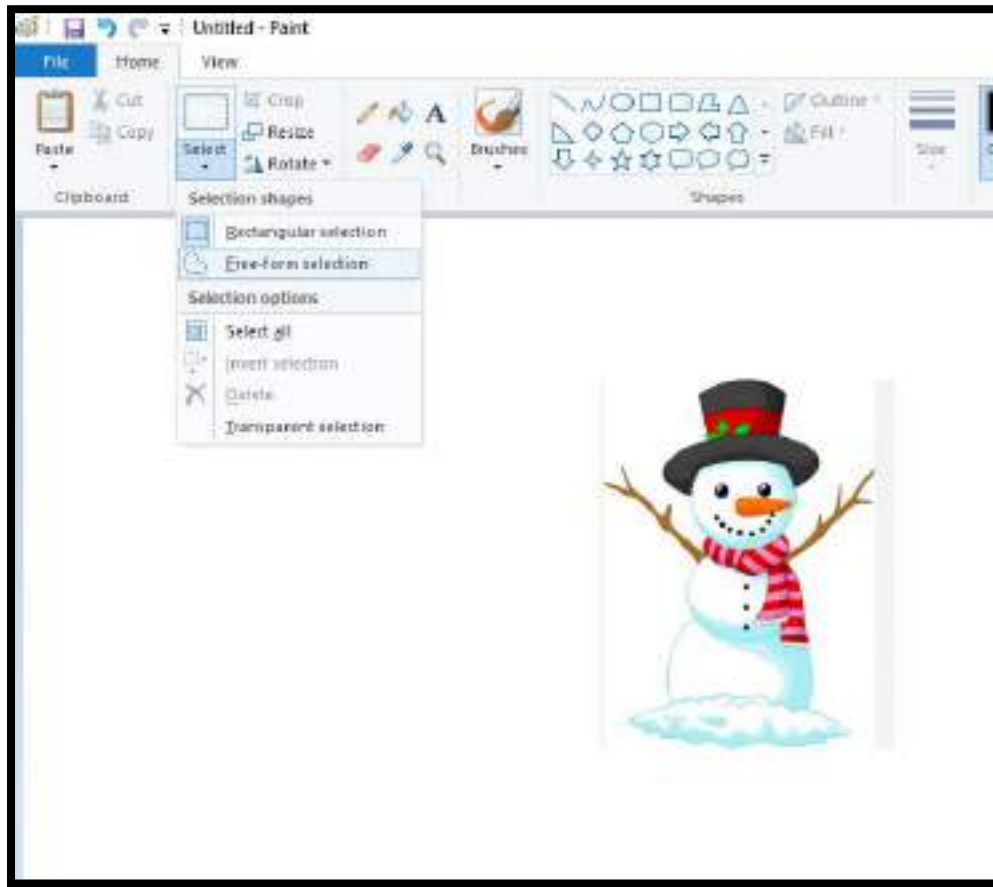


2. **Selecting Drawings**
  - i. **Using the Rectangular Selection Tool**





ii. Using the Free-Form Selection Tool



**3. Cut and Paste a Picture**

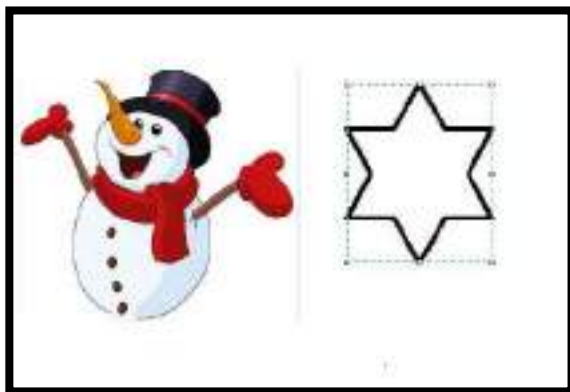
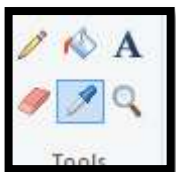


**4. Copy and Paste a Picture**



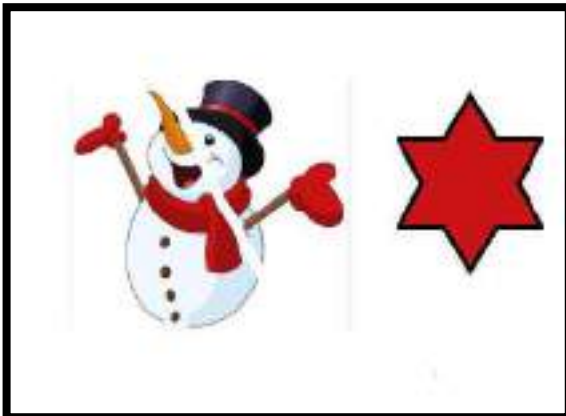


**5. Using a Color Picker Tool**

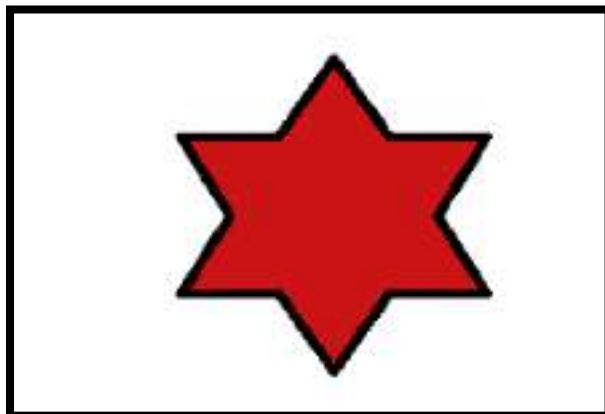


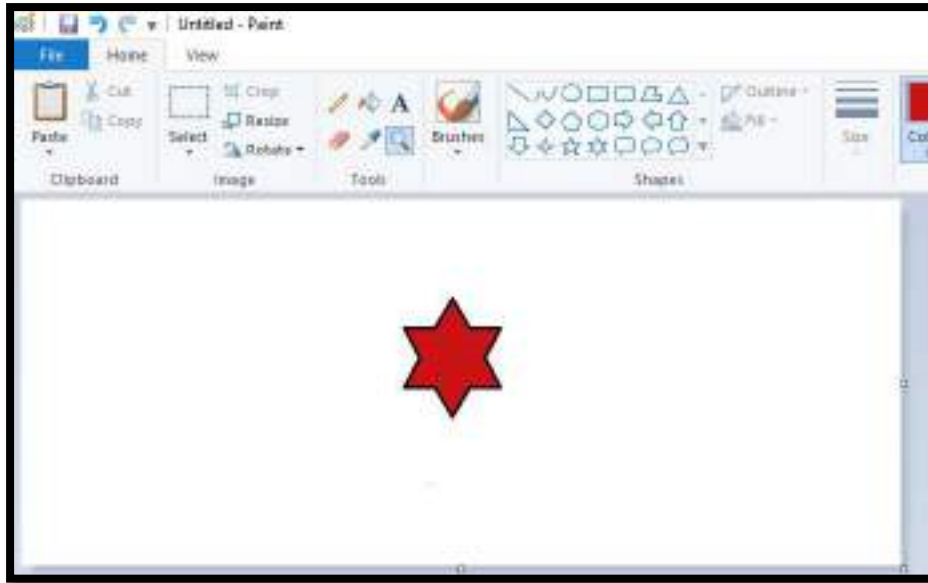


## 6. Using Undo Command

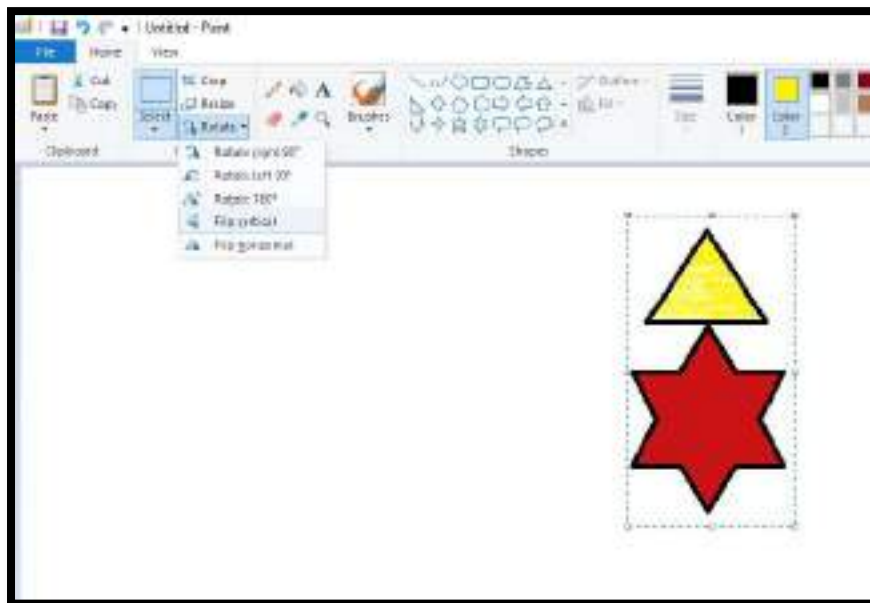


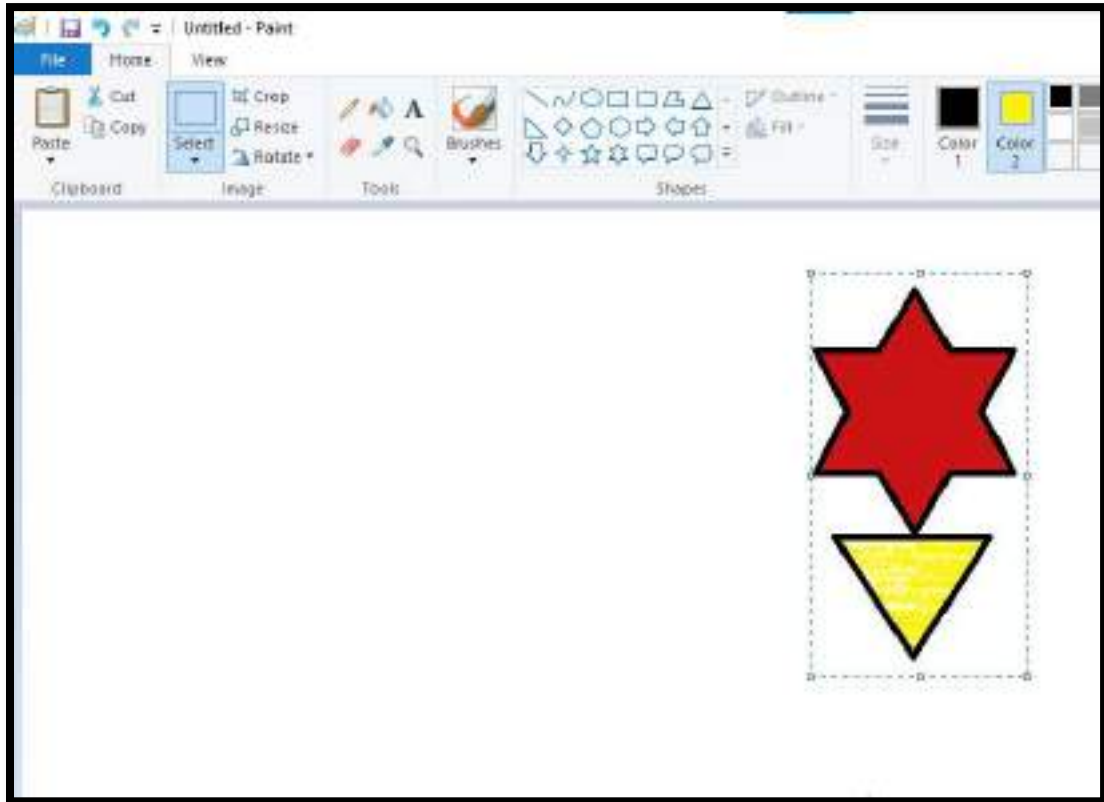
## 7. Using Magnifier Tool



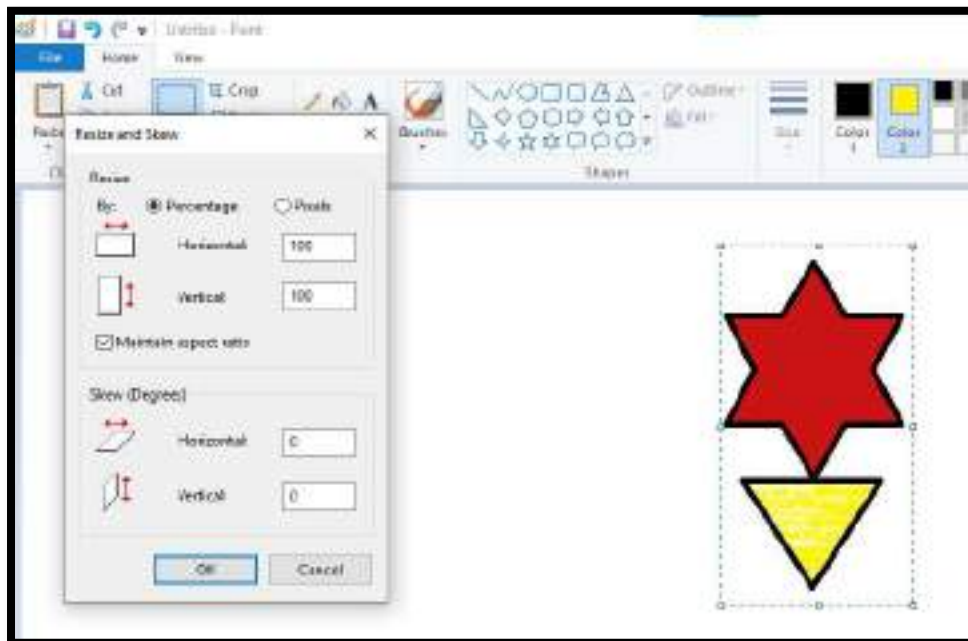


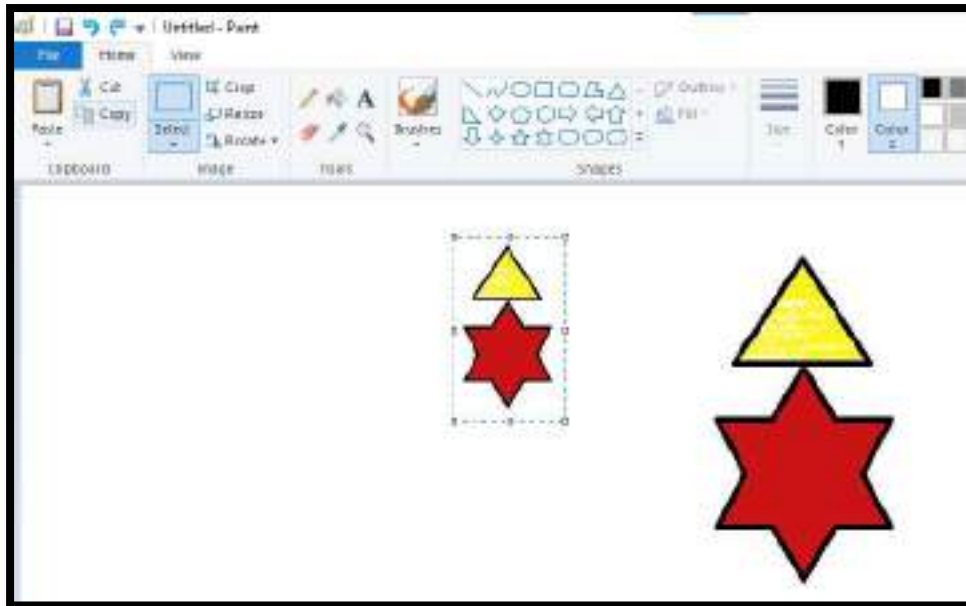
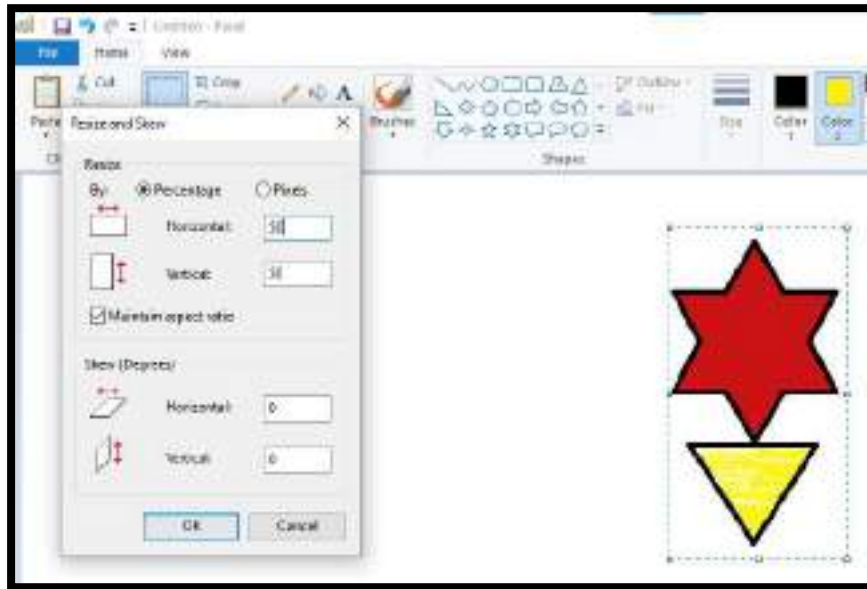
## 8. Flipping the Image





## 9. Resizing the Image









**Delhi Public School, Gandhinagar**  
**Half Yearly Examination (2024-25)**

**Class III**

**Computer Science**  
**Sample Paper**

**Date: .09.24**

**Time:**

**M. Marks:**

**Name:\_\_\_\_\_ Sec:\_\_\_\_\_ Roll No: \_\_\_\_\_**

**General Instructions:**

- (i) There are 3 sections in this paper.**
- (ii) All the questions are compulsory.**
- (iii) Answer the questions as per given instructions.**

**Section - A**

**Q-I**

**Tick the correct option from the following.(Multiple Choice Questions)**

1. Identify the input from the IPO cycle given below.



(a)



(b)



(c)

2. The result of processing is called \_\_\_\_\_.
- (a) Output                      (b) CPU                      (c) process
3. \_\_\_\_\_ is an icon that is linked to a file or a folder.
- (a) Shortcut                      (b) Folder                      (c) Icons
4. The \_\_\_\_\_ operating system provides a graphical user interface.
- (a) DOS                      (b) MS Word                      (c) Windows
5. \_\_\_\_\_ tool is used to select any part of the image.
- (a) zoom                      (b) Select tool                      (c) Icons
6. Windows is the product of \_\_\_\_\_.
- (a) Infosys                      (b) Intel                      (c) Microsoft
7. A folder containing subfolder is called the \_\_\_\_\_.
- (a) subfolder                      (b) File                      (c) parent folder

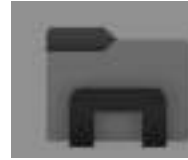
8. Identify the 'File Explorer' icon from the pictures given below.



(a)



(b)



(c)

**Section-B**

**Q-II State whether the following statements are True (T) or False (F).**

1. Computers cannot work for many hours. \_\_\_\_\_
2. An operating system loads first when the computer starts. \_\_\_\_\_
3. A folder can contain multiple files. \_\_\_\_\_
4. A computer uses output device to show result. \_\_\_\_\_
5. The select tool is used to select any part of the image in MS Paint. \_\_\_\_\_

**Q-III Match the following.**

	Column A		Column B
1.	A type of computer which is also used to make calls.	A.	WhatsApp, MS Paint
2.	Application Software	B.	Central Processing Unit
3.	Helps to organize files.	C.	Color picker
4.	Processing Device	D.	Smart phone
5.	To pick a color from the drawing	E.	Folder

Ans. 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_ 5. \_\_\_\_

**Q-IV Write 'I' for Input and 'O' for output for the following devices.**

1.



\_\_\_\_\_

2.



\_\_\_\_\_

3.



\_\_\_\_\_

4.



\_\_\_\_\_

*Section-C*

**Q-V**

**Answer the following questions.**

1. Name any two input devices.

**Ans.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What are Icons?

**Ans.**

\_\_\_\_\_  
\_\_\_\_\_

3. Which option is used to search for files in a computer?

**Ans.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Q-VI**

**Application Based Questions.**

**Rearrange the jumbled words with the help of given pictures in MS Paint.**

1.



**P I N T A**

\_\_\_\_\_

2.



**R U S H B S E**

\_\_\_\_\_

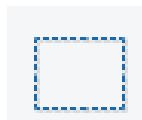
3.



**G A M N I E F I R**


\_\_\_\_\_

4.




**E L E S T C**

\_\_\_\_\_

 **Jump Start**

Look at the File Explorer window shown and answer the questions given below.




1. Mention the names of any 2 folders shown in the window.  
Class 7, Class 8

2. Mention the name of any one file.  
Computers.docx

Pg.No. 95 Activity – 1 To be done practically

Pg.No. 96 Activity – 6 To be done practically

Page No. 98

 **ASSESSMENT TIME**

**Section-I**

**A** Fill in the blanks. **Conceptual Experiment**

1. File Explorer is a file management application used by Windows OS.

2. The folder containing subfolders is called the Parent folder.

3. Shortcut is an icon that is linked to a file or a folder.

4. A folder inside another folder is called a Sub Folder

**98**

**B** Write (T) for true or (F) for false statements.

1. A folder can contain files and folders.
2. A shortcut is used to organize files.
3. A File Explorer is used to delete files and folders.
4. A File Explorer is a file management tool.

T

F

F

T

**C** Multiple Choice Questions.

1. File is a collection of data or information.  
 (a) File  
(b) Folder  
(c) Shortcut  
(d) None of these
2. A folder can contain multiple files.  
(a) Only one  
 (b) Multiple  
(c) Data  
(d) None of these
3. What do you call a folder inside a folder?  
 (a) Sub folder  
(b) Child folder  
(c) Parent folder  
(d) Main folder
4. A Folder helps to organize files.  
 (a) Folder  
(b) Shortcut  
(c) File  
(d) None of these

**D. Answer the following.**

1. Why do we use folders?

Ans. Folders help in storing and organizing files and data in the computer.

2. What is shortcut?

Ans. A shortcut is an icon that is linked to a file, folder or a program.

3. Which option is used to search for files in computer?

Ans. Search box is used to search for files in a computer.

4. What is the significance of File Explorer?

Ans. 1. File explorer is a file management application.  
2. It is use to browse folders and files stored on the computer.

**E Find the words given in the Hints box and circle them.**

X	C	O	M	P	U	T	E	R	Y	Z	P
L	P	N	S	R	Z	S	C	R	E	E	N
Y	U	X	W	O	U	H	A	F	C	G	O
A	C	B	N	G	V	O	C	O	F	E	Y
M	D	F	E	R	X	R	F	L	K	O	N
F	I	L	E	A	W	T	B	D	S	T	C
H	O	K	L	M	O	C	D	E	B	A	G
U	N	S	T	Q	T	U	E	R	H	I	F
A	R	Y	U	C	S	T	J	P	G	N	Q
S	Y	N	A	N	P	B	K	S	Q	U	S

**Hints**

- Computer
- File
- Folder
- Shortcut
- Program

**Application Based Questions**

1. Sarita wants to navigate and access the files stored on her computer. Which application should she use for it.

**Ans. File Explorer**

2. Sheena has created a file in Paint. But she forgot the folder where she has saved the file. Can you help her in finding her file?

**Ans. She has to type the file name or a few letters of the file name in the search box.**

## CBE Based Questions

1. Shyam has created a file in MS-Word. What will be the extension of that word file?  
**(a) .docx**                      (b) .word                      (c) .txt                      (d) None of these

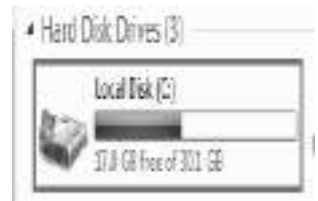
2. Riya has drawn a picture in MS Paint but she has forgotten as to where it has been Saved? Which option from the following will be help her to search her file?  
**(a) Search Box**              (b) Search Bar              (c) Taskbar              (d) None of these

3. Which of the following is an example of shortcut icon?



(a) File                      (b) Folder                      **(c) Shortcut**                      (d) Start Button

4. When you delete a file or folder it goes to the \_\_\_\_\_.



**(a) Recycle Bin**              (b) This PC                      (c) Start Button                      (d) Drive

5. File Explorer is used to view all the drives available on your computer.

(True or False)

**True**

6. This PC icon on the desktop is used to open the File Explorer.

(True or False)

**True**

7. .jpg is the extension of image files. (True or False)

**True**

8. You cannot rename the folder once created. (True or False)

**False**

9. **File Explorer** helps to browse Folders and Files stored on the Computer.



10. A **Folder** is a named location on the computer where you can save your Files.
11. A **Shortcut** is an icon that is linked to a File, Folder, or Program.
12. The folder containing subfolders is called the **parent** folder.

## AIL: Practical

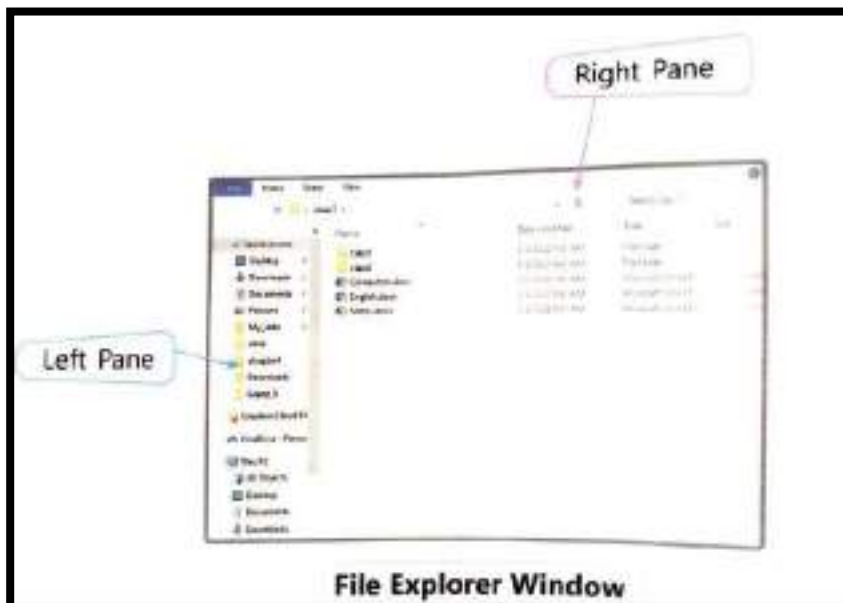
### 1. File Explorer



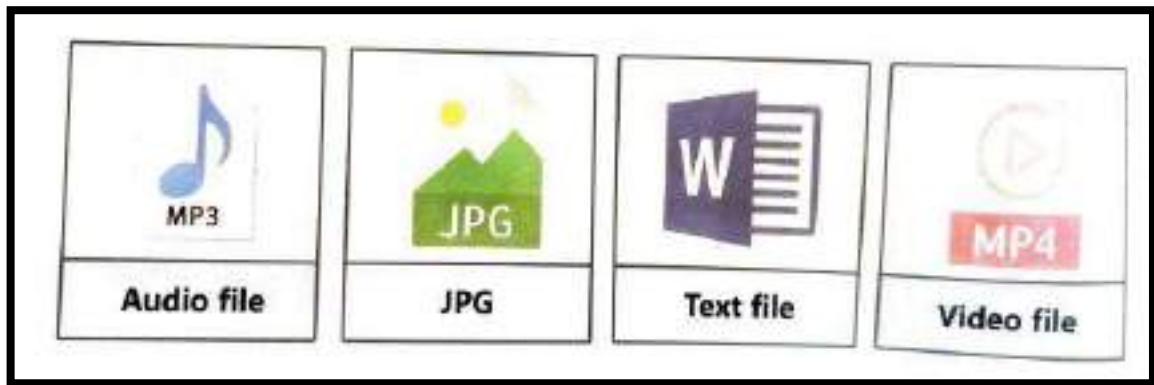
### 2. Opening File Explorer



### 3. File Explorer Windows



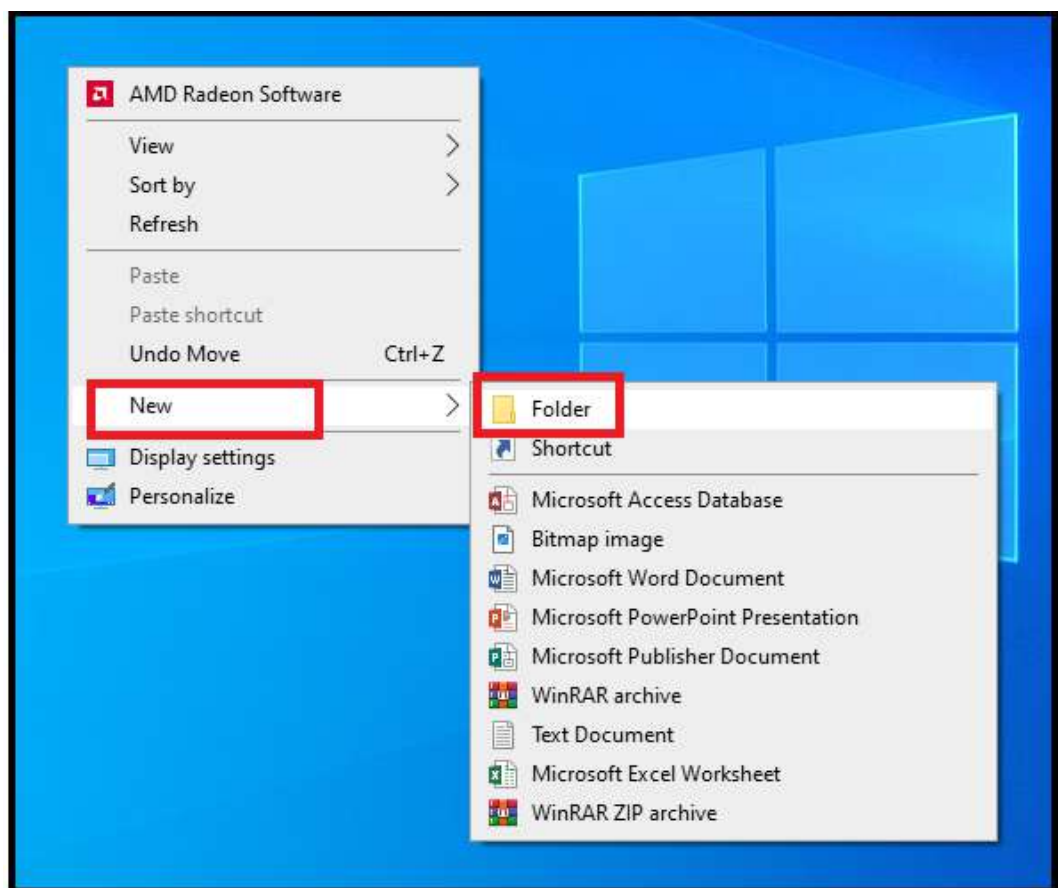
## 4. File and Folders

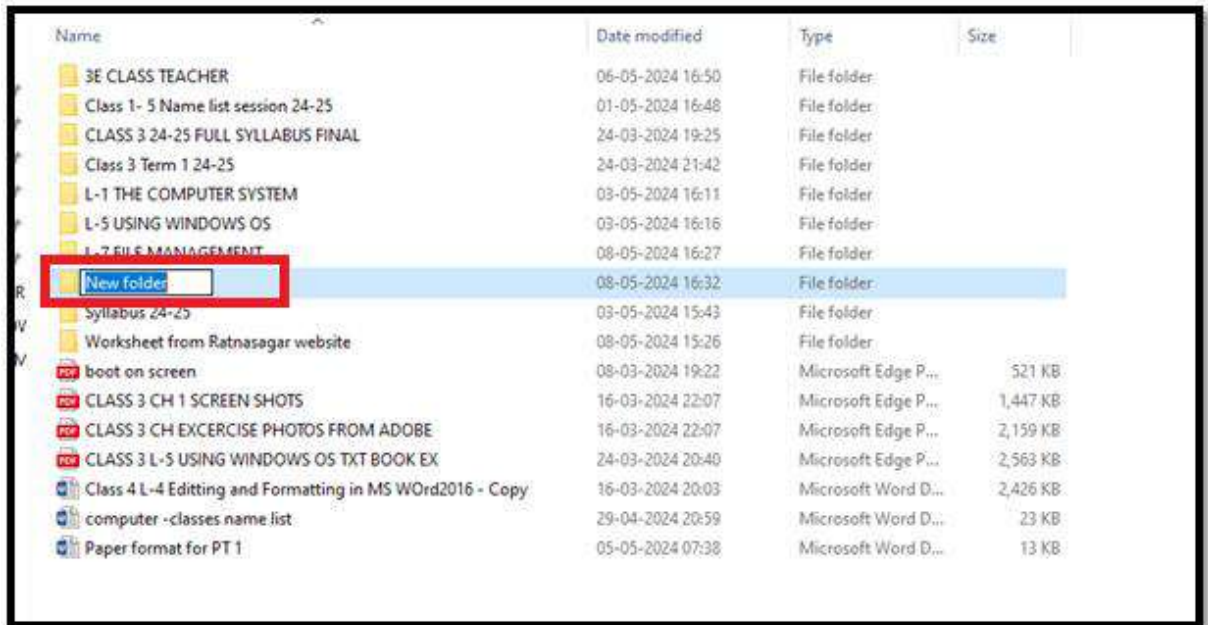


## 5. Creating a Folder

### i. Creating a folder on the Desktop.

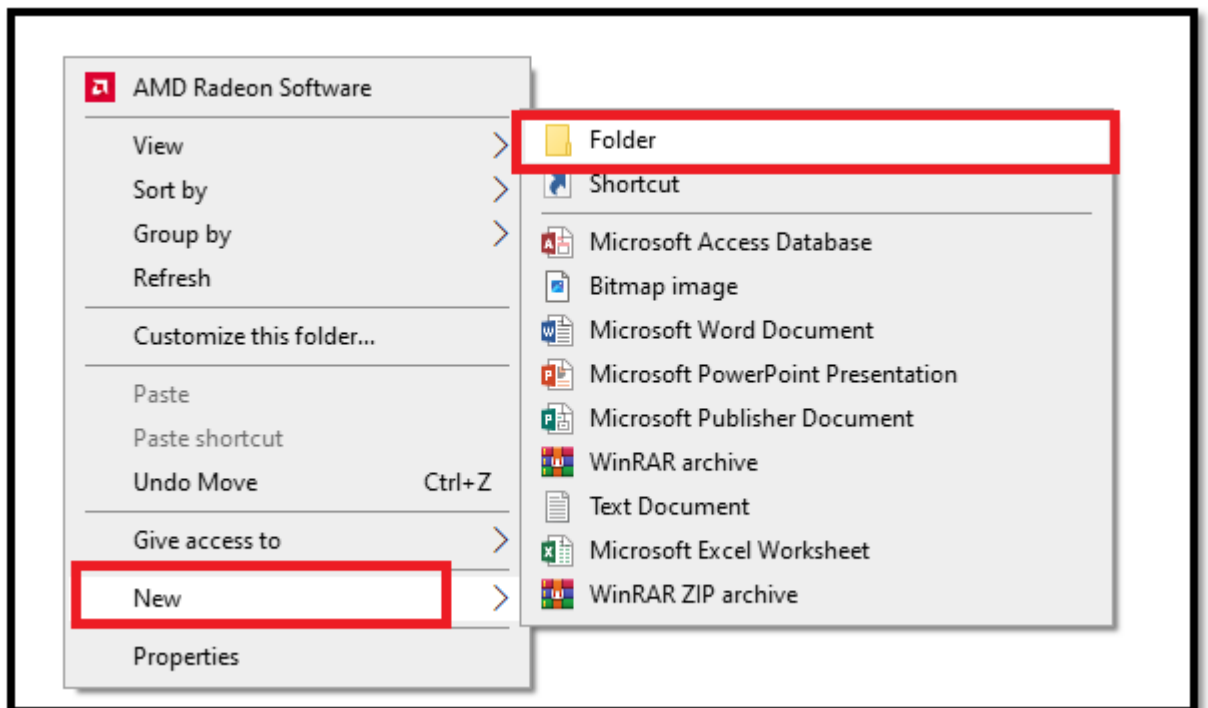
1. Right-Click on the blank area of the desktop. A dropdown menu appears
2. Select the **New** option and then click the **Folder** option
3. A folder is created on the desktop with the default name **New Folder**.





**ii. Creating a folder in a drive or another folder.**

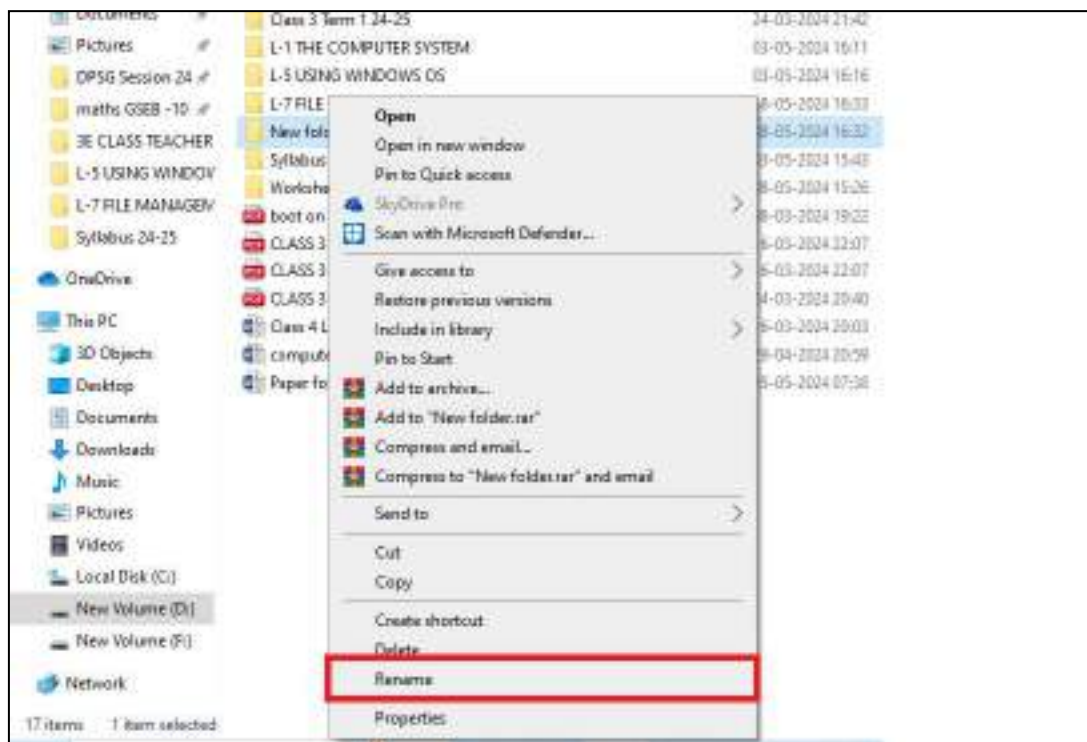
1. Open a File explorer.
2. Double click on the folder where you wish to create a folder.
3. Right click on the folder and select New and the Folder option to create a new folder.



Name	Date modified	Type	Size
3E CLASS TEACHER	06-05-2024 16:50	File folder	
Class 1- 5 Name list session 24-25	01-05-2024 16:48	File folder	
CLASS 3 24-25 FULL SYLLABUS FINAL	24-03-2024 19:25	File folder	
Class 3 Term 1 24-25	24-03-2024 21:42	File folder	
L-1 THE COMPUTER SYSTEM	03-05-2024 16:11	File folder	
L-5 USING WINDOWS OS	03-05-2024 16:16	File folder	
L-7 FILE MANAGEMENT	08-05-2024 16:27	File folder	
New folder	08-05-2024 16:32	File folder	
Syllabus 24-25	03-05-2024 15:43	File folder	
Worksheet from Ratnasagar website	08-05-2024 15:26	File folder	
boot on screen	08-03-2024 19:22	Microsoft Edge P...	521 KB
CLASS 3 CH 1 SCREEN SHOTS	16-03-2024 22:07	Microsoft Edge P...	1,447 KB
CLASS 3 CH EXERCISE PHOTOS FROM ADOBE	16-03-2024 22:07	Microsoft Edge P...	2,159 KB
CLASS 3 L-5 USING WINDOWS OS TXT BOOK EX	24-03-2024 20:40	Microsoft Word P...	2,426 KB
Class 4 L-4 Editing and Formatting in MS WORD2016 - Copy	16-03-2024 20:03	Microsoft Word D...	
computer -classes name list	29-04-2024 20:59	Microsoft Word D...	23 KB
Paper format for PT 1	05-05-2024 07:38	Microsoft Word D...	13 KB

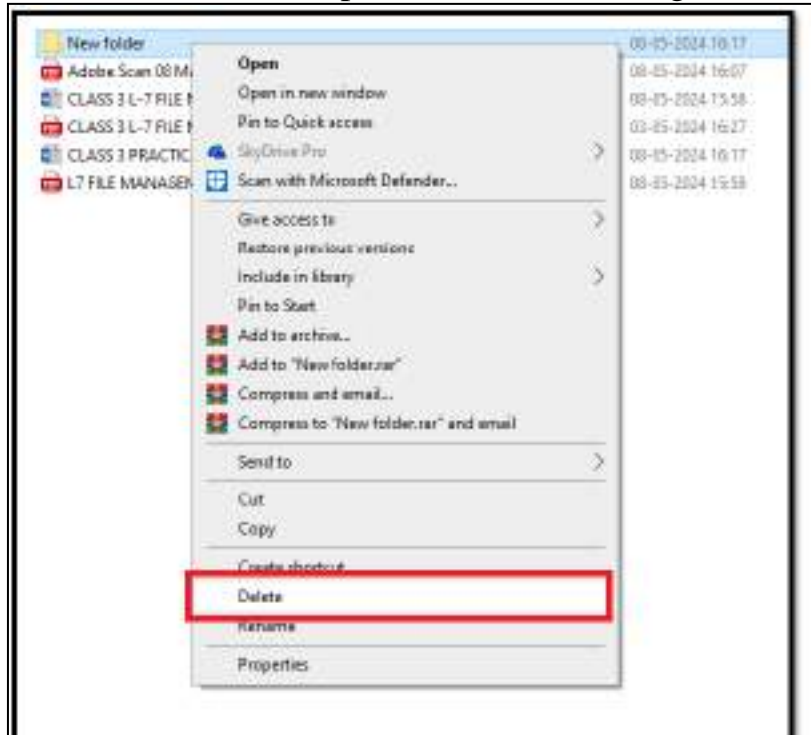
## 6. Renaming a Folder or file

1. Right click on the folder that you want to rename.
2. Select the **Rename** option. The folder will get highlighted.
3. Type the required name for the folder.



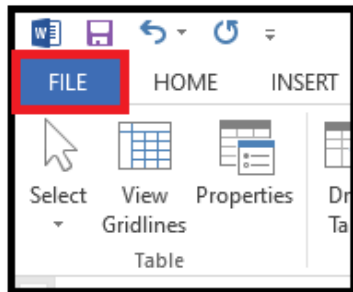
## 7. Deleting a Folder or File

1. Right click on the folder that you want to delete.
2. Select the **Delete** option. The folder will get deleted.



## 8. Saving a File in the folder

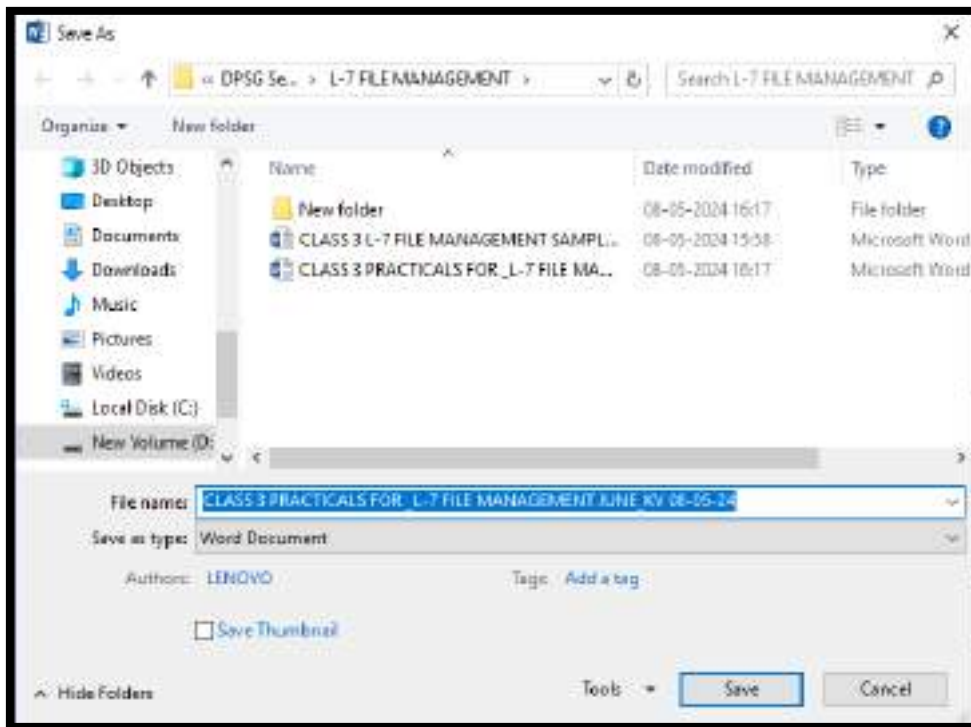
1. Select the **File** Menu in the file.



2. Choose the **Save As** option

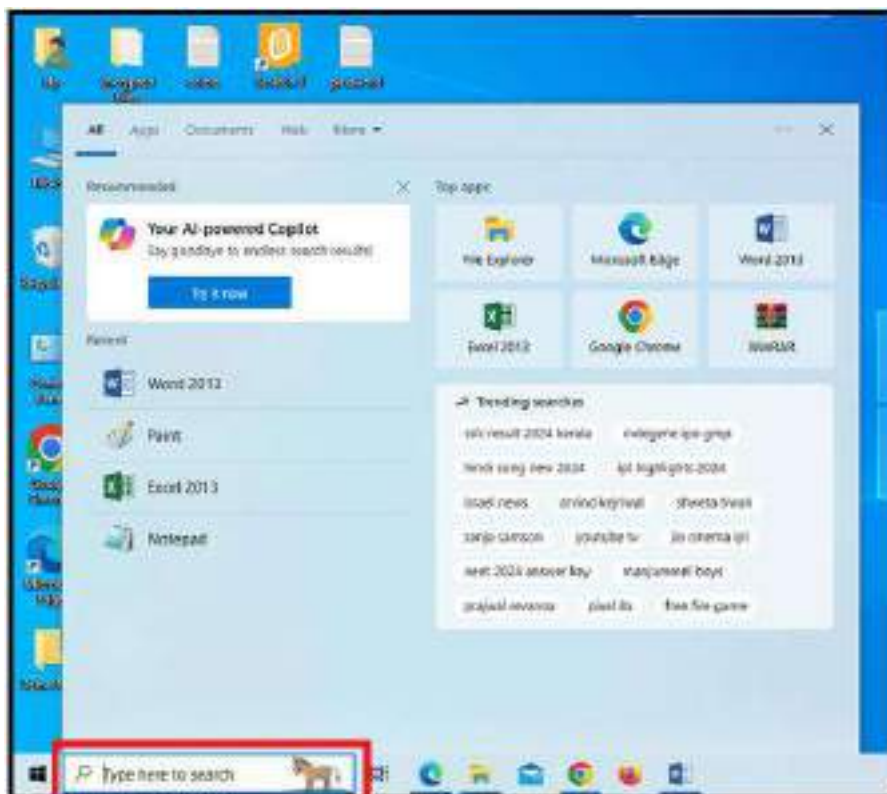


3. Choose the desired folder. Type an appropriate name for the file.



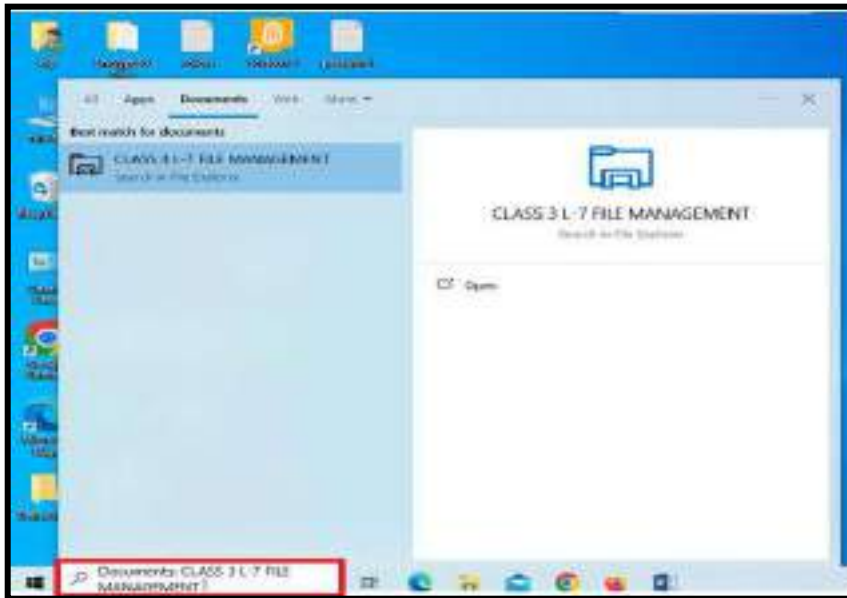
## 9. Searching for a File

1. Click on the **Search Box**.



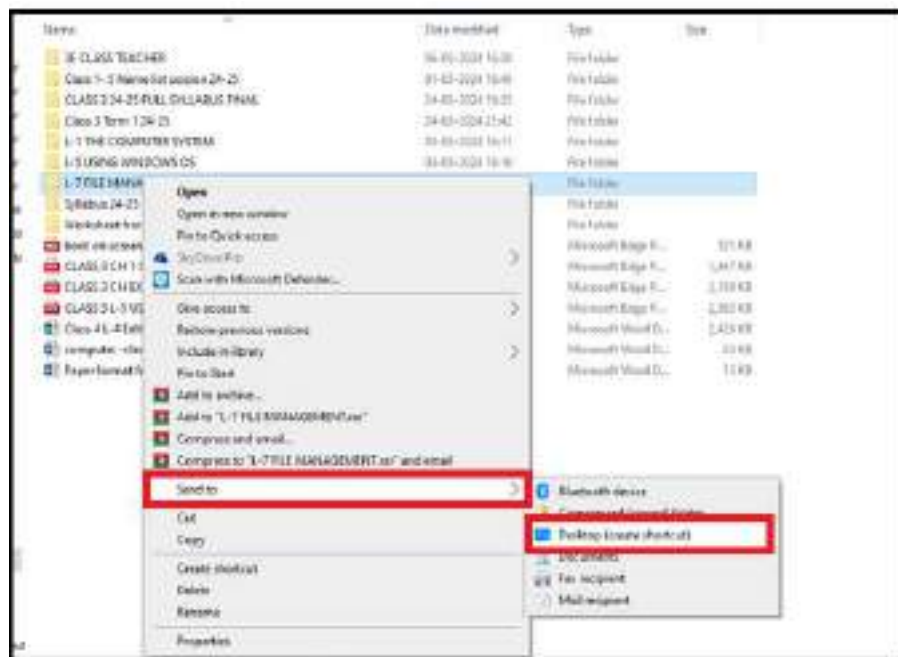
2. Type the name of the file you are searching for.

3. You will get the files with similar name. Choose the desired file.



## 10. Creating a Shortcut on the Desktop

1. Right click on the file or folder for which you want to create a shortcut.
2. Choose **Send To** option and then **Desktop (create shortcut)**.



See the shortcut created on the Desktop.





Given below is a list of application and system software. Put them in the correct bucket.

Windows, MS- Word, Linux, Android, Unix, Paint, Tux Paint, ScratchJR

**System Software**

**Application Software**







### Section-I

#### A Fill in the blanks.

Conceptual Understanding

1. The Operating System is the most important software that runs on a computer.
2. The Windows operating system provides a Graphical User Interface.
3. The Desktop is the main screen of the Windows operating system.
4. Taskbar is the long horizontal bar present at the bottom of the Windows desktop.

#### B Multiple choice questions.

1. Windows is the product of \_\_\_\_\_.  
(a) Infosys  (b) Intel   
(c) Microsoft  (d) CPU
2. GUI stands for \_\_\_\_\_.  
(a) Graphic Unique Interface   
(b) Graphical Universal Interface   
(c) Graphical User Interface   
(d) Graphic Used ID

3. Which of the following holds the clock and other options on the desktop?

- (a) Icon  (b) Taskbar   
(c) Wallpaper  (d) Screen-saver

4. Which of the following is used to see the programs or files in a computer?

- (a) Personalize  (b) Desktop   
(c) Wallpaper  (d) Start menu

C Write (T) for true or (F) for false statements.

1. An operating system is a system software. (T)  
2. An operating system loads first, when a computer starts. (T)  
3. The desktop is the main screen of the computer. (T)  
4. Linux is an application program. (F)  
5. An icon represents a file, folder or program. (T)

**D. Answer the following.**

1. **What is an operating system?**

**Ans.** An operating system is the first software that is loaded into the computer when we start the computer. It controls and manage all operations of the computer.

2. **Differentiate between Command-Line Interface and Graphical User Interface.**

<b>Ans.</b>	<b>Command line Interface</b>	<b>Graphical User Interface</b>
	(i) The CUI allows the user to interact with the computer system by typing commands using the keyboard	(i) GUI provides a graphical interface using, icons, menus and images.
	(ii) Eg: DOS (Disk Operating System) and UNIX.	(ii) Eg: Microsoft Windows, Linux, Mac OS.

3. **What are Icons?**

**Ans.** Icons are the small pictures that represent an application, a file or a folder on the desktop. For example : This PC, Recycle Bin and Network etc.

4. **List any two activities that you can do using the start menu.**

**Ans.** (a) View a list of all programs installed on computer.  
(b) Open the 'File Explorer' to navigate files and folders.

**Page No. 73**

## **Section II**

### **Application Based Questions**

1. Samayra wants to see all the open applications. Suggest her which option to use to view the opened application.

**Ans.** She can use **Task View Button** to show/view all open applications.

2. Shavy wants to write all the installed applications on her computer. But she is unable to see all the installed applications on the computer. Help her in completing her task.

**Ans.** She can **Click on Start button** to view all the programs installed on the computer.



## Lab Time

Subject Enrichment

1. Perform the tasks given below.

Note down the answers in your notebook.

**Task 1:** Observe the taskbar of your desktop. Note the name of opened programs if any.

**Task 2:** Click on the Start button on the taskbar.

**Task 3:** Open any two applications.

**Task 4:** Observe the taskbar again. Note the name of opened programs.

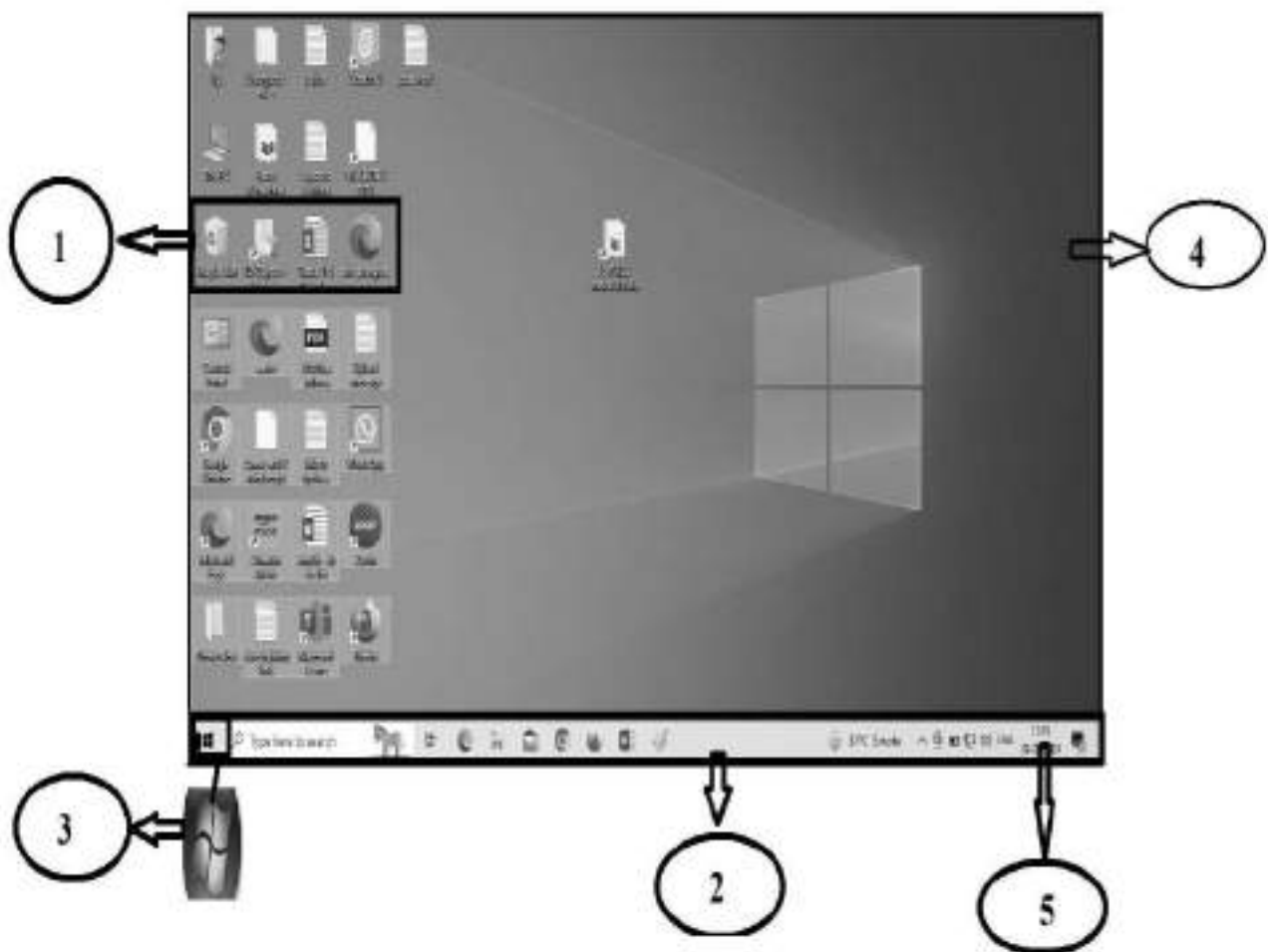
**Task 5:** Click the Task View icon and check if all open windows are visible on the desktop.

To be done in the computer lab practically.

## CBE Based Questions

1. Which of the following is not an Operating System?  
(a) Ubuntu      (b) Linux      (c) **Microsoft**      (d) Windows
2. Which of the following is an example of a CLI operating system?  
(a) DOS      (b) Unix      (c) Windows      **(d) Both (a) and (b)**
3. Which of the following are versions of Windows?  
(a) Windows 7      (b) Windows 11      (c) Windows 10      **(d) All of the above**
4. Which of the following are common icons on the Desktop?  
(a) Network      (b) Recycle Bin      (c) This PC      **(d) All of the above**
5. A computer cannot perform any task without an Operating System. (True or False)  
**True**

6. The CLI-based operating systems are easier to use when compared to GUIs (True or False) **False**
7. A taskbar is a long horizontal bar seen at the bottom of the Windows desktop. (True or False) **True**
8. The Network icon checks if you are connected to a network. (True or False) **True**
9. **Operating System** controls and manages all operations of the Computer.
10. The OS allows to interact with the computer by providing a **Graphical Platform**.
11. A Command-Line User Interface (CLI) is a **text-based** interface.
12. The **Start** button is used to display the Start menu.
13. **Label the circles given below with numbers 1, 2, 3, 4 and 5 by carefully matching definition for the marked parts of Windows Desktop.**



- 1 - Small pictures that represent an application, a file or a folder. (**Icons**)
- 2 - The long horizontal bar seen at the bottom of the windows desktop. (**Taskbar**)

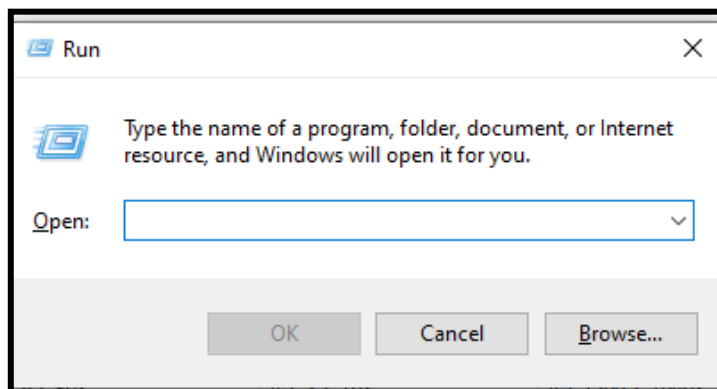
- 3 - This button is used to display the start menu. (**Start Button**)
- 4 - Digital image or photo used as background on the screen of the computer. (**Desktop Background / Wallpaper**)
- 5 - Shows the current time and date.(**clock**)

### **AIL: Practical**

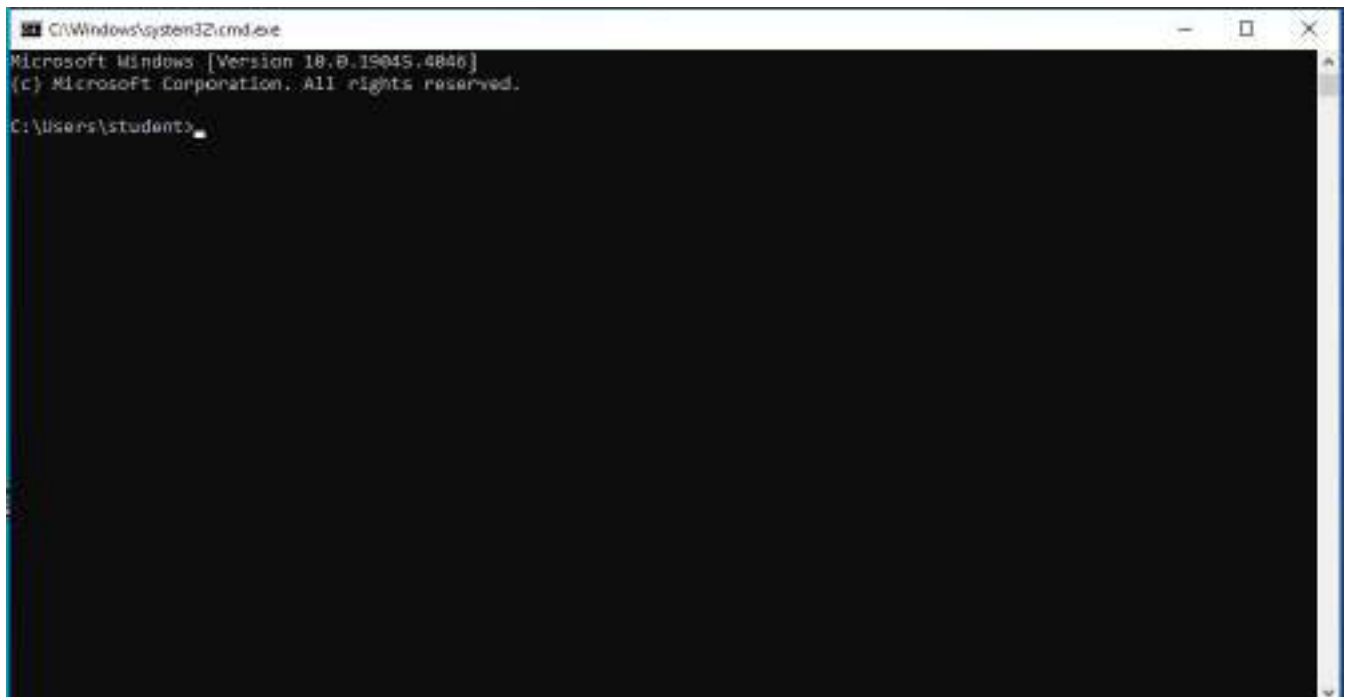
#### 1. Introducing the students to **Command Line Interface (CLI)**

- **Steps to invoke a CLI:**

- i. Windows key + R to start a cmd prompt
- ii. Type 'cmd' in the screen shown below



- iii. Press OK to see the Command Line Window as shown below



#### 2. Introducing students to Graphical User Interface (GUI)- **Window 10**

- i. Introduction to **Boot Screen** of windows.



ii. Introduction to the **Desktop Screen**.



iii. Introduction to the components of windows

- Desktop
- Notification Area
- Icons
- Taskbar



- Start Button

iv. Identifying the common icons on the Desktop screen like

- Recycle Bin
- Network
- This PC

v. Identifying the components of a Taskbar:

- Start Button
- Task view
- Program tab
- clock







## Jump Start

Identify, which are the parts of the computer and circle them.

CPU

Key

Rat

PUC

Board

Keyboard

Mouse

Blackboard

Phone

Speaker

Cat

Printer

Cupboard

Cooker

Pen



## Section-I

**A** Fill in the blanks.

Conceptual Understanding

1. A computer needs instructions to work.
2. The computer system works on the Input-Process-Output (IPO) cycle.
3. The CPU works on the input given by the user.
4. The result of the processing is called output.

**B** Multiple Choice Questions.

1. What is the use of a smartwatch?

- (a) It is used to browse the internet
- (b) It is used to make and receive calls
- (c) It is used to listen music
- (d) All of these

2. The result of the processing is called the \_\_\_\_\_.

- (a) CPU
- (b) Input
- (c) Output
- (d) Process

(a) CPU       (b) Input  
 (c) Output       (d) Process

3. \_\_\_\_\_ are small computers that you can carry with you to other places easily.

- (a) Laptop
- (b) Desktop
- (c) Tablet
- (d) Both a & c

(a) Laptop       (b) Desktop  
 (c) Tablet       (d) Both a & c

4. A \_\_\_\_\_ is a computer device that can be held in your hands.

- (a) CPU
- (b) Desktop
- (c) Tablet
- (d) Laptop

(a) CPU       (b) Desktop  
 (c) Tablet       (d) Laptop

C Write (T) for true or (F) for false statements.

- 1. Smartwatch can also be used to browse the internet.
- 2. Computers cannot work for many hours.
- 3. A computer can store a large amount of data.
- 4. A computer never makes mistakes.
- 5. The result of a processing is called output.

T

F

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D. Answer the following questions:

1. Name any two input devices.

Ans. **Keyboard, Mouse, Scanner** are the various input devices.

2. Name any three types of computers.

Ans. **Desktop Computer, Laptop Computer, Tablet, Smartphone, Smartwatch** are the three types of computers.

3. What is the full form of IPO?

Ans. **IPO-Input-Process-Output** is the full form of IPO.

4. Write any two advantages of computers.

Ans. **a. High Speed:** A computer is a very fast machine.  
**b. Multitasking:** A computer can do many tasks at the same time.

## Section-II



### Application Based Questions

Experimental Learning

1. Mansi is going on a trip with her family. She wants to keep in touch with her friends and teachers. Which device she should carry to keep in touch with her friends and do study online?

**Ans.** She has to take her laptop and smartphone with her to keep in touch with her friends and teacher and to study online.

2. Write the Input, Process, and Output cycle for any real-life application used in the everyday task at home.

**Ans.** **Input** – Dialing the number.  
**Process**- Connecting the number.  
**Output** – Talking to your friend.



### Project Work

Creativity

Create a chart on the “Various Types of Computers” using pictures. And paste it on the wall of your classroom.

To be done once informed in the class by the teacher.

## CBE Based Questions

1. Which of the following are the advantages of computers?  
(a) Versatile (b) Multitasking (c) High Speed (d) **All of the above**
2. Which of the following is not an input device?  
(a) Scanner (b) Printer (c) Monitor (d) **Both (b) and (c)**
3. Which of the following is required by a computer to perform a task?  
(a) Output (b) Input (c) None (d) **Both (a) and (b)**
4. Desktop computers are designed to carry anywhere. (True or False) **False**
5. You can work with a Laptop without electricity. (True or False) **True**
6. A Tablet is bigger than a Laptop in size. (True or False) **False**
7. The result of the processing is called the Output. (True or False) **True**
8. A computer is made up of many different **parts**.
9. A computer accepts data, **processes** it and then gives the result.
10. Input can be given with the help of **input devices**.
11. The **CPU** works on the input given by the user.